



HUNTINGTON SCHOOL



WELCOME FROM THE HEADTEACHER

Thank you for your interest in the position of Higher-Level Teaching Assistant at Huntington School. This information pack has been compiled to give you key information about our school and the role for which you are applying. I was appointed Headteacher in February 2022 and it is a genuine privilege to lead such a wonderful community!

Huntington is a mixed comprehensive school and is fully inclusive, catering for the needs of all students regardless of academic ability or prior attainment. Our students are eager to learn and are strong advocates of our core values of Respect, Honesty and Kindness. These values are incredibly important to us and we challenge both staff and students to promote these qualities in all of their interactions.

Huntington ERP is a specialist provision on site, that opened in September 2023. It offers a supportive and nurturing learning environment for children and young people to reach their potential. All children and young people in the ERP will have an EHCP with a primary need of Communication and Interaction (with and without a diagnosis of autism) and are likely to have had support at primary focussed on self-esteem, social anxiety and managing their environment. The ERP will provide a specialist education for those children and young people with social interaction and communication differences and related social anxiety.

We are demanding of our staff. We believe that our community deserves an outstanding school, and we are committed to further improvements and to support staff we provide excellent training and CPD for both teaching and support staff, using the expertise of our Research School to develop an evidence-informed approach to teaching. Over fifty percent of our staff are part-time - just part of our pledge to recruit the best and treat them exceptionally well.

This is an exciting time to join Huntington School! As Headteacher, I have a clear vision as to how I wish to take this school forward in the years ahead.

If you are a highly skilled, positive, and friendly team player and are able to demonstrate a high level of understanding in all core subjects then we would like to invite you to apply for this post.

I look forward to hearing from you!

Matt Smith
Headteacher

SCHOOL INFORMATION

“The curriculum is far-reaching, diverse and exciting. The pupils at this school know what they are learning and why. Leaders have made a conscious decision that the pupils who come to Huntington receive a well-rounded education that enables them to explore subjects in great depth over extended periods” – Ofsted Nov 2023

Huntington School is a highly successful comprehensive school in the northern suburbs of the historic city of York.

Founded in 1966 and with the more recent accolade of becoming one of the country’s first and leading Research Schools we have established an enviable reputation for our expertise and innovation in teaching and learning, coupled with our school values of respect, honesty, and kindness.

Huntington is an 11-18 co-educational comprehensive school with a Sixth Form taking our total student numbers to approximately 1516, which includes over 300 students in the Sixth Form. Our students achieve excellent results, year-in, year-out, both at GCSE and A-level. Our A-level results place us in the top 10% of providers nationally.

In November 2023, Ofsted rated the school outstanding in all areas. That judgment is a reflection of a lot of hard work, but only forms part of what makes Huntington so special. As a school, we by no means rest on our laurels, but continually strive to be better.

At Huntington School, we believe that people matter most! We believe our school is believe that positive, respectful relationships between everyone in our school are crucially important in making Huntington an exciting place to study. We think that we have created an atmosphere at Huntington where we can all thrive together, where the conditions for growth are just right.



SIXTH FORM

“Younger pupils look up to and respect the sixth-form students. The students in the sixth form are positive role models to those in key stages 3 and 4.” – Ofsted Nov 2023

Our outstanding Sixth Form offers excellent learning and teaching, exciting extra-curricular activities and genuine support for each individual student.

Our students are constantly challenged to reach the highest possible standards in their work. We offer a huge range of extra-curricular activities including sport, theatre, music, community activities, and charity work.

We ask all our students to make a contribution to the school, local or international community and as a result they are looked on as leaders by younger students in school. Our Sixth Form offers a broad range of courses.

There is a wide range of A Level and Level 3 courses available. Results are consistently excellent, and this enables our students to enjoy great success in higher education and employment. We provide some A-level courses to the nearby Joseph Rowntree School, and they provide a Photography course to our students.

A-LEVEL RESULTS 2023

Top 10% of all post-16 providers for student progress (ALPS)

A*'s 12.3%

A*- A rate: 30%

A*- B rate 56%

Six students secured places to study at Oxford and Cambridge

Four students achieved the grades necessary to study medicine or veterinary science.



RESEARCH SCHOOL

In November 2016 we were officially designated an EEF/IEE Research School, one of only 22 in the country. Since then, the DfE has put EEF/IEE Research Schools at the heart of raising achievement in the most deprived areas in the country. Huntington has been one of the schools at the forefront of making evidence-based practice the norm in schools. As a Research School our core purpose is to:

- Share and disseminate the very best of evidence-based practice to schools and teachers across Yorkshire and the Humber
- Provide evidence-based training.
- Host conferences and events.
- Support schools and other educational organisations across the region.

We are very proud to take a role in supporting the school-led system as part of a dynamic network across the region, including our Associate Research Schools in Sheffield and the Wolds.

Staff value the opportunity to take part in research and all staff undertake an Inquiry Question every year, focussed on improving their practice. We have staff who both teach in school and work in the research school.



Huntington
Research
School

Supported by the Education Endowment Foundation



WORKING AT HUNTINGTON SCHOOL

“The school has a well-thought-out professional development programme for staff, which is supported effectively by the Research School. As a result, staff are experts in their subject areas. The school ensures that staff are supported in their development and learning. Staff apply relevant subject and pedagogical research. This benefits all pupils” – Ofsted Nov 2023

We believe in recruiting the best and then treating them exceptionally well.

Over the last few years, we have implemented working practices which have created a culture where truly great teachers can thrive. Prioritising staff wellbeing; over 50% of our staff work part-time hours; full-time teachers teach 44/50 periods per fortnight, maximum; flexible working arrangements are supported wherever possible; staff can go home if they are not teaching the last period of the day; everyone can take one ‘family day’ a year fully paid; we provide flu vaccinations for all staff; the staff room has been recently refurbished with better working and rest facilities, increasing ICT provision and fresh coffee after feedback from staff; we have a team of staff from across all areas of school whose remit it is to lead on wellbeing and we dedicate training time to work on strategies to actively improve our wellbeing.

We truly believe that we can all be better professionals and as such CPD for both teaching and support staff is planned and prioritised throughout the whole year, so people know what is happening from the outset.



SCHOOL VALUES

The post holder will subscribe to the notion that we want all members of our school community to value: Respect; Honesty; Kindness and to believe in the limitless potential of people.



Huntington School

Learn and succeed

Our core values: **Respect, Honesty & Kindness**



Our school is a **safe, inclusive and welcoming** community that everyone feels proud to be a part of.



We hold **high ambition, positive relationships** and **mutual respect** at the core of our school culture.



Our school develops **confidence, resilience** and **independence** for all by delivering a high-quality, **evidence-informed education**.

We celebrate our achievements, learn from our mistakes and support each other to be responsible and hardworking citizens.

GENERAL INFORMATION

As with all job descriptions, it may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, City of York, School and Department policies. The post-holder is expected to be part of the whole-school staff team and to be able to use their initiative.

The ability to respond positively to ever-changing and demanding circumstances is essential.

JOB DESCRIPTION

HIGHER LEVEL TEACHING ASSISTANT

1.	MAIN PURPOSE OF JOB	
	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i.	Works in partnership with the teacher, within an agreed system of supervision. Works with individual pupils, small groups and the whole class* as agreed with the teacher. This can be for short periods of time as a regular, time-tabled commitment in the absence of the Teacher, for example during a Teacher's PPA time.
	ii.	Acts as liaison between other TA's and Senior Management Team.
	iii.	Uses own initiative to assess and evaluation pupils' needs and leads the delivery of learning activities by application of specific skills, knowledge and experience with and of pupils and area of curriculum, as agreed with the teacher under an agreed system of supervision.
	iv.	Takes responsibility for planning challenging teaching and learning objectives. Evaluates and adjusts work plans as appropriate to meet pupils' needs.
	v.	Selects and prepare appropriate resources to lead learning activities.
	vi.	Monitors, evaluates, records and provides reports on pupils' responses and progress within agreed strategies.
	vii.	Works in partnership with other adults involved in the education process and liaises with external professionals and parents/carers in relation to specific areas of responsibility; including taking the initiative to establish links where necessary.
	viii.	Attends and contributes to meetings with other staff, external professionals and parents regarding pupils.
	ix.	Contributes to the school improvement plan by taking lead responsibility for specific areas of work or policy development that are appropriate to the HLTA's skills, knowledge and experience as identified by the Senior Management Team.
	x.	Organise and lead school visits and other activities outside of the classroom under an agreed system of supervision.
	xi.	Follows all school policies and procedures, in particular: School's Health, Safety and Security Policy, Child Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy and Data Protection Policy
	xii.	Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities

	xiii.	Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working
	xiv.	Contributes to the overall ethos, work and aims of the school
3.	SUPERVISION / MANAGEMENT OF PEOPLE	
	May be required to line manage other staff, including responsibility for the allocation and monitoring of work, appraisal, performance management and training.	
4.	CREATIVITY & INNOVATION	
	<p>Monitors and is responsive to pupil learning and behaviour at all times; requires forward thinking and the use of fresh ideas to encourage pupils to learn.</p> <p>Monitors and is responsive to pupils' personal needs and communication which will require creativity and innovation when reviewing lesson plans in light of changing circumstances.</p> <p>Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.</p> <p>On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher.</p> <p>Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.</p> <p>Participates in the design of classroom and school displays.</p>	
5.	CONTACTS & RELATIONSHIPS	
	<p>Internal Contributes to the teacher's planning, teaching and assessment of the curriculum - daily. Enables pupils' access to the planned curriculum and meets personal and social needs – daily. Takes part in departmental or whole school meetings as required. Supervises the work of colleagues on a daily basis to allocate and monitor workload and share any concerns and problems regarding personnel issues.</p> <p>External Provides information about pupils' progress, strategies and issues eg therapists, nurses, specialist teachers and implements joint recommendations. Shares and discusses pupils' progress and needs and family needs with parents and recommends strategies/courses of action as required. Feeder schools – to discuss the transfer of pupil data.</p>	

6.	<p>DECISIONS – discretion and consequences</p> <p>Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils’ behaviour becoming disruptive or dangerous. Takes action to meet pupils’ needs as they arise to avoid undue physical or mental stress. Communicates information effectively to teachers, other professionals and parents whenever the need arises. Recognise and take action when necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress. Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff. Make decisions regarding staffing issues relevant to the supervisory responsibilities of the teaching assistant team.</p>
7.	<p>RESOURCES</p> <p>None</p>
8.	<p>WORK ENVIRONMENT –</p> <p>Work demands Need to implement activities in lessons as planned also working to other deadlines eg marking papers. Also need to implement actions in relation to specialist area of expertise as required. Work may be subject to some change and interruption eg unplanned absences of staff and children, unexpected visits by parents and professionals and also when supervisory duties are called for.</p> <p>Physical demands Involves mainly sitting with pupils but may have sustained periods of physical activity, involving bending, crouching, lifting, walking and running eg PE lessons, when meeting pupils’ personal care needs, physical interventions with pupils, moving children with physical disabilities, following approved procedures.</p> <p>Working conditions Majority of work takes place in classroom environment, may be involved in outside activities eg supervision of playground, sports field activities, off-site educational activities in all weather conditions as required. May also involve visits in the home.</p> <p>Work context Risk of verbal abuse and physical harm from a minority of pupils and members of the public who behave aggressively. Risk of injury from moving and handling pupils with physical disabilities and caring for and working with small children.</p>

	<p>Risk of exposure to bodily fluids when assisting incontinent children with their personal hygiene.</p> <p>Risk of infection when dealing with unwell children.</p> <p>May also involve visits in the home – following recognised procedures.</p>
9.	<p>KNOWLEDGE & SKILLS</p> <p>Knowledge of relevant training strategies eg literacy, numeracy, KS3 etc</p> <p>Excellent communication skills</p> <p>Excellent interpersonal skills</p> <p>Time management and organisational skills</p> <p>Excellent literacy and numeracy skills equivalent to NVQ Level 2 in English and Maths</p> <p>Ability to organise, lead and motivate a team</p> <p>Ability to self evaluate learning needs and actively seek learning opportunities</p> <p>Ability to relate well to children and adults</p> <p>Relevant knowledge of first aid</p> <p>Leadership skills</p> <p>Effective use of ICT to produce appropriate resources to support learning</p> <p>In depth knowledge of national curriculum in specialist area</p> <p>Knowledge of normal child development and children’s personal development needs</p> <p>Knowledge of the implications of common disabilities in children for school and families of pupils</p> <p>Knowledge of strategies which promote good behaviour and discipline</p> <p>Knowledge of developmental progression in the emotional curriculum</p> <p>Ability to participate fully in planned physical interventions, in pupil personal care routines and in moving and handling pupils with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.</p> <p>Experience of working in a relevant discipline in a learning environment</p> <p>Experience of working in multi-disciplinary teams</p> <p>Experience of participating fully in planned intervention programmes for children with emotional and behavioural difficulties.</p>