



Edmonton County School
Educating our Community for Success

Higher Level Teaching Assistant (HLTA) Primary Phase

**Scale 4 or 5 (depending on
experience)**

Full-time

Required: As soon as possible



Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Headteacher: Paul Miller

About EdAct



EdAct

www.edact.org.uk

Our Trust comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, and from September 2022 both Salmons Brook School (Special) and the EdAct Therapy Centre.

Our Academies provide an education for children aged 2-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edmontoncounty.co.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton for children aged 2 to 19. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning, and we want them to develop as individuals so that they leave us as confident and socially-responsible young people, who are well-equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst the progress of our post-16 students studying A Levels usually puts the school in the top 10% of Sixth Forms nationally. Children make excellent progress in our Primary provision, with achievement above Enfield and national averages. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better, and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller, Head of School

About ECS



Edmonton County Primary School

www.edmontoncountyprimary.org.uk/

[Ofsted Report](#)

Edmonton County Primary consists of Nursery – Year 6 with a seamless transition into Year 7 with no hesitation.

Edmonton County is a school with a strong sense of community. We are very proud of our school and work very hard to ensure that all our children feel happy, healthy, secure and safe so that they achieve their full potential. Our broad, stimulating and relevant curriculum helps each child to develop a firm foundation on which they can build in preparation for adult life. We recognise each child's individuality and strive to meet their needs in a caring and fully inclusive environment.

"Our Ofsted inspection in April 2024 confirm that we are a 'good' school. Our Year 6 outcomes have been better than national results for the last two years.

Edmonton County Primary provides a wonderful place for children to grow and develop in a warm and nurturing environment. We believe that our children need to feel happy and secure at all times. We provide a strong foundation in basic skills learning, enriched with adventure and creativity. Providing safety, nurture and strong guidance forms the essence of an excellent learning atmosphere.

We have a strong commitment to raising the achievement of all children through a wide range of opportunities and experiences that promote the development of each child academically, socially, physically, intellectually, morally and spiritually. At our school, we want our children to become the best that they can be and leave as strong, open minded, confident individuals who have the ability and adaptability to thrive in an ever-changing world.

Erini Franciosa
Head of Primary



Grade: Scale 4 or 5 (depending on experience)

Hours: Monday to Friday (36 hours per week / 39 weeks per year)

Responsible to: Head of Primary and ultimately the Headteacher

PURPOSE OF POST:

- To provide support to the Head teacher and teachers in implementing all aspects of good practice and policies in order to enable the highest possible outcomes for all of our children.
- To be responsible for a key area of development / responsibility within the school.
- To plan, prepare, deliver and assess learning activities for children under the direction and supervision of a qualified teacher.
- To provide specialist learning support to children who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.
- To plan, organise and undertake other related duties to fully support and underpin learning, personal and social development.
- To take the lead role in modelling exemplary practice in terms of inclusion and supporting children with additional educational needs and their families.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

- Promote and actively support the values of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Provide a secure, caring and enriching environment for all the children.
- Model and exercise high quality care and education for all children during the school day.
- Promote children's self-esteem and inclusion through supporting the independent learning and inclusion of all children as required.
- Act in accordance with the schools policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
- Contribute and support colleagues with the planning and preparation of all learning areas, activities (inside and outside), group activities and visits.
- Contribute to and support colleagues in the development, planning, implementation and evaluation of learning for individuals and groups of children.

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Job Description: Higher Level Teaching Assistant –Primary



- Use teaching and learning objectives to plan, prepare and deliver learning activities to individuals, small groups and/or classes, evaluating, modifying and adjusting lessons/work plans as appropriate within agreed systems of supervision under the direction of a teacher.
- Deliver specified work to individuals and small groups modifying and adapting activities as necessary.
- Participate in the observation, assessment, feedback, recording and reporting of children's progress and achievements, using knowledge and specialist skills to support children's learning.
- Use IT effectively to support learning activities and develop children' competence and independence in its use.
- Support children's social and emotional well-being, reporting problems to the teacher as appropriate.
- Support the role of parents / carers in children's learning and contribute to meetings with parents / carers to provide constructive feedback on child progress/achievement etc
- Develop and implement Individual Education Plans for children (alongside the teacher), including attendance at, and contribution to, reviews.
- Provide PPA cover/supervision of classes.
- Supervise or manage the work and development of other classroom support staff.
- Provide specialist support to children with severe learning, behavioural, communication, social, sensory or physical difficulties.
- Monitor children's conduct and behaviour throughout learning and effectively resolve difficult or very challenging issues.
- Liaise with staff and other relevant professionals, sharing records and provide specialist support/advice to meet the needs of children.
- Attend to children's' personal needs including intimate care (such as toileting).
- Administer first aid effectively
- Support the role of parents / carers in children's learning and contribute to meetings with parents / carers to provide constructive feedback on children's progress/achievement etc.
- Maintain and develop good working relationships with parents and other adults involved with the child.
- Undertake training within a specific area of responsibility to ensure that parents / carers are fully trained to meet the expectations of the school.
- Liaise between managers / teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.

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Job Description: Higher Level Teaching Assistant –Primary



- Lead the development and implementation of individual community activities as well as ongoing partnership programmes and groups with families – particularly focusing on disadvantaged.
- Lead the implementation, development and evaluation of school policies and procedures.
- Exercise specific responsibility for leading the provision and development of an identified area of provision as prioritised in the school's current school progress plan
- Participate in and contribute to staff meetings and INSET as required.
- Participate in the development and delivery of national and local initiatives.
- Continue own professional development in line with school progress plan and personal professional needs.
- Take on any additional responsibilities which might from time to time be determined.

Person Specification: Higher Level Teaching Assistant –Primary



Qualifications and Training	Essential	Desirable
GCSE (or equivalent) in English and maths	•	
HLTA or equivalent qualification (Level 4 or above)	•	
Other relevant training or qualifications which support expertise in teaching		•
Other training appropriate to Edmonton County School (eg first aid training)		•
Experience		
Ability to deliver high quality teaching and learning	•	
Ability to plan and teach engaging lessons	•	
Experience of working with young people with SEND	•	
Up-to-date subject knowledge and knowledge of curriculum frameworks and guidance	•	
Understands principles of child development and learning processes		•
Knowledge of assessing and tracking student progress through Assessment for Learning and summative assessment		•
Knowledge of the use of Continuous Provision and Learning Outside the Classroom		•
Experience of personalising learning to reflect the interests and needs of individual students		•
Child centred and committed to achieving the best possible outcomes for young people	•	
Wider Professional Responsibilities		
Ability to form respectful and trusting relationships with a range of people, including parents and carers	•	
Excellent numeracy and literacy skills with the ability to complete written reports	•	
Aware of own strengths and areas for development and actively seeks feedback and learning opportunities	•	
Commitment to continuing professional development (including taking personal responsibility for this)	•	
Commitment to working with colleagues to improve teaching and learning	•	
Ability to organise and supervise the work of Teaching Assistants	•	
Personal and Professional Conduct		
A passion and enthusiasm for working with young people with SEND	•	
Commitment to school's aims and values	•	
Commitment to equality and inclusive practice	•	
An understanding of and commitment to, positive behaviour support ethos	•	
Ability to manage own time, prioritise tasks and proven organisational skills	•	
Capacity to motivate, inspire and challenge our students, self and others	•	
A commitment to safeguarding and promoting the welfare of our students	•	
Resilient, flexible and a positive solution focussed approach	•	
Health, physical and emotional capacity for the role	•	
Can maintain personal presentation that sets high standards for staff and students	•	
General		
The flexibility to meet the full range of job requirements	•	
Able to travel to offsite provisions, meetings and events	•	

How to apply

You can apply online by completing the application form:

www.edact.org.uk/trust/vacancies/careers/current-vacancies/

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Bury Campus

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Head of Primary: Ms Erini Franciosa