



Higher Level Teaching Assistant – 2 Posts

Required September 2020

Grade 8

**Full time – 37 hours per week
8.30am to 4.30pm – Monday to Friday
Term time only**

Closing date:	Friday 22 nd May 2020 at 9am
Interview date:	TBA – further information will be given to shortlisted candidates

Contents

Page	Item
3 and 4	A word from the Principal of Beaumont Primary Academy
5 and 6	Information about South Pennine Academies Trust
7	The Selection Process
8, 9 and 10	Job Description
11 and 12	Person Specification

Important Safeguarding notice

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.



Beaumont Primary Academy

Background and Vision

‘Adventures in Learning’

Beaumont Primary Academy opened in September 2016 and will be up to Year 4 in September 2020. When it reaches capacity, it will be a 650 place 2-11 academy and is situated in the grounds of Moor End Academy in Crosland Moor and near to Beaumont Park. In September, numbers are expected to be approximately 360. As part of South Pennine Academies, Beaumont Primary Academy is well supported by a successful Trust team led by the CEO, Jane Acklam OBE.

At Beaumont a highly skilled and experienced team of staff are all committed to providing a safe environment and a high quality education for our students. Our expectations are high and we work relentlessly to realise them. Our belief is that all children whatever their background and starting points, can achieve highly. We know that children only get one chance at their education and we have a duty to ensure that at the end of each stage of their education, children are ready and prepared for moving on to the next stage. Alongside the strong focus on progress and attainment, a planned programme of opportunities is in place which enriches experiences, allowing students to develop their interests, social skills and embrace the community around them, in many areas of learning. Pupil voice is central to our work and we have a Silver Rights Respecting award in recognition of the work we do in respecting the rights of the child. We want our children to be truly involved and excited by their education and as such we provide active, engaging and interactive learning experiences, both onsite and beyond as a classroom and this is an essential part of the role. The classroom environment is a fundamental part of the learning experience where children have a sense of ownership and are able to develop as purposeful, focussed and independent learners.

We have well established relationships with our families and the local community. We hold regular family learning afternoons and morning reading sessions, where parents are involved in their child’s learning journey. Beaumont is a very happy, calm, purposeful learning environment where children and adults thrive.

Beaumont Primary Academy serves a fabulous vibrant academy community from a diverse cultural and religious background. We want all of our students and families to be proud of themselves and who they are, whilst having the highest standards of respect and understanding for each other.

Beaumont Primary Academy has the advantage of sharing a site with Moor End Academy, Woodside Pre-School and Huddersfield Horizon SCITT, allowing for close partnerships across the campus.

Find out more on our website www.beaumontprimary.org.uk or on our Twitter account [@BeaumontPAC](https://twitter.com/BeaumontPAC)

Visits to the academy are welcomed and strongly encouraged.



**Debbie Kelly,
Principal**





South Pennine Academies

Sponsorship

South Pennine Academies is the sponsor and works in partnership to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local academies. The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all academies in the Trust including Beaumont Primary Academy.

The key to the Academies success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed, together.

At Beaumont, we are proud to be part of the SPA team. Staff have fantastic opportunities to work with colleagues across the Trust and build upon good networks to support professional development.

The Vision:

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on academy improvement with inclusion and diversity at the core.



THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Higher Level Teaching Assistant** you should;

- Follow the link to apply via the TES website only. Late applications will not be considered. If you have any questions please telephone the school office on 01484 503111 to speak to a member of staff.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person / employee specification and the unique contribution that you could make to the future success of the Academy.
- Please ensure that your personal statement is no more than 2 A4 sides.

Our address:

**Beaumont Primary Academy, Moor End Academy Campus,
Dryclough Road, Crosland Moor, Huddersfield, HD4 5JA.**

Time table for the selection process

- **Closing date for applications: Friday 22nd May 2020 at 9am**
- **Interviews will be held: Further information will be given to shortlisted candidates**

Visiting Beaumont Primary Academy

Visits are usually welcomed and if you would like to visit to help with your application, however in the current situation, please email the above office email address with you name, contact number and availability and the Principal, Miss Kelly will be pleased to chat to you about the post in more detail. Thank you.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. Beaumont Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

POST TITLE: Higher Level Teaching Assistant
Providing PPA / Leadership cover

PURPOSE OF POST

To work as part of a team including teachers and other support staff to support the learning and welfare of all pupils/students.

The HLTA will provide PPA / Leadership cover: Providing daily timetabled cover in the absence of the classroom teacher in all year groups from Reception to Year 4.

The HLTA post holder will work across Early Years, KS1 and Year 4. Please specify on your application if you have a specialism which you would like to deliver across the year groups.

To provide practical support for learning, educational activities, developing social skills, integration and for securing pupils'/students' physical and emotional well-being.

To provide short term cover in the absence of the classroom teacher.

To assist in the co-ordination and supervision of other support staff under the direction of the Principal.

KEY AREAS

1. Teaching and Learning Support
2. Pupil/Student Support and Supervision
3. Supervision of Staff
4. General

DUTIES AND RESPONSIBILITY

1. Teaching and Learning Support

- 1.1 To undertake cover in the absence of the class teacher administering planning and activities to whole classes.
- 1.2 To assist in training new and temporary members of the team, particularly on the behavioural management strategies or learning strategies followed by the teacher.
- 1.3 To provide objective and accurate feedback and reports as required, to the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 1.4 To deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures.
- 1.5 To report back as appropriate on the behaviour of pupils/students during the class and any issues arising.

2. Pupil/Student Support and Supervision

- 2.1 To manage the behaviour of pupil/student whilst they are undertaking their work to ensure a constructive environment in support of learning.
- 2.2 To respond to any questions from pupils/students about process and procedures.
- 2.3 In liaison with appropriate staff, to supervise the pupils/students on the Academy site during midday break.

3. Supervision of Staff

- 3.1 In conjunction with the Class Teacher and/or Principal assist in the co-ordination of a team of Educational Teaching Assistants, Educational Support Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the Academy.
- 3.2 To provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline etc. to the Class Teacher/Principal as required.
- 3.3 To complete records as necessary concerning the employment, payment and training of Educational Teaching Assistants/ Educational Support Assistants as required by the Principal.
- 3.4 To consult and attend meetings with the Class teacher/Principal regarding staffing arrangements and cover as required.

4. **General**

- 4.1 As part of your wider duties and responsibilities you are required to promote and actively support the Adademy's / LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.
- 4.2 Carry out your duties with due regard to current and future Academy's / Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

RESPONSIBLE TO: Principal / Class Teacher

PERSON SPECIFICATION

**Post Title: HLTA
Grade 8**

	Criteria	Rank	How Identified
EDUCATION AND TRAINING	Qualification in appropriate area (HLTA qualification, Teaching qualification, Relevant Degree qualification with experience)	E	Application form
	Evidence of continuing professional development	E	Application form
	Attendance at recent training/professional development on learning	D	Application Form and interview
RELEVANT EXPERIENCE	Evidence of recent excellent classroom practice across a Primary setting	E	Application form
	Evidence and experience of raising standards/achievement and accelerate student progress	E	Application form and interview
	Experience of working with parents, outside agencies and the wider community	D	Application form and interview
	Experience of working within a team	E	Application form and interview
	Experience of working with children from different backgrounds	D	Application form and interview
	Experience of supporting the class teacher in creating an engaging classroom environment which stimulates children's interest and supports their learning	E	Application form and interview
SPECIAL KNOWLEDGE AND SKILLS	Expert knowledge of the EYFS and new National Curriculum and the skills to develop a creative and confident approach to curriculum development	E	Application form and interview
	A clear philosophy of primary education and proven ability to translate this into practice	E	Application form and interview
	An excellent practitioner with excellent organisational skills	E	Application form and interview
	A dedication to meeting all children's needs through varying teaching strategies	E	Application form and interview

	Criteria	Rank	How Identified
SPECIAL KNOWLEDGE AND SKILLS - Continued	Understands the principles of Child Protection and Safeguarding and recognises own responsibility and accountability	E	Application form and interview
	Excellent communication and presentation skills	E	Application form and interview
	An ability to be innovative, and support on-going initiatives	E	Application form and interview

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters E and D in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the E's on day one to be able to do the job, you need to have all the D's to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.