Brighter Futures Learning Partnership Trust

APPLICATION INFORMATION

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Job Description

JOB TITLE: HLTA for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

GRADE: Grade 6, SCP 6-11

RESPONSIBLE TO: The Head teacher and Brighter Futures Learning Partnership Trust

Specific Duties

- To cover for teacher's PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress.
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils.
- Under the direction of the teacher assist in maximising the use of IT in the learning process.
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment enthusiasm and independence in learning.
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of welcoming, stimulating environment and the smooth running of the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- Undertake duties of a HLTA as specified within the school.
- To provide learning support pupils, to help them learn effectively as individuals, in groups or whole class situations.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self-esteem.
- To provide feedback to pupils in relation to progress and achievement.
- Develop effective professional relationships with all key stakeholders including colleagues, parents, partners, external bodies and the wider community.

- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school.
- Manage records, information and data producing analysis and reports.
- To support the school's policy on discipline to ensure high standards of pupil behaviour.

Pastoral

- Meet with pupils and parents as necessary to address pastoral concerns.
- To develop, agree and implement time bound action plans with groups or individuals linked to the needs of vulnerable pupils and to maintain accurate records of work for each identified pupil.
- To liaise closely with school staff to ensure that everyone understands and supports the strategies being used by SLT and the SENCO to develop pupil skills learning and learning behaviour.

Pupil Wellbeing

- Take a lead role in developing and implementing practices which reflect the school's commitment to positive behaviour and emotional well-being.
- Contribute to schools positive behaviour policy.
- To deliver interventions to groups or individuals, to meet their needs.

Safeguarding

- To acknowledge that the Safeguarding of pupils is at the forefront of the school and to continually promote safeguarding on a daily basis
- To be continually alert to any behaviour which is a cause for concern
- To comply with the school safeguarding policies ensuring that they are used as a live document of everyday life in the school
- To report any concerns, rumours, inappropriate behaviour to either the head teacher, any member of SLT or the DSL.
- To promote a culture of raising concerns and supporting pupils and colleagues to bring any concerns to the attention of any SLT member in the school.
- To champion a culture of safeguarding children in every duty that you undertake, making sure that appropriate policies in school are followed at all times
- To understand, uphold and continually champion Fundamental British Values in the school, modelling the behaviours that as a school we value.
- To challenge any behaviour that is in contrast to the Fundamental British Values.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general

character of the post. Dependant on need, you may be deployed across the Trust

The School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Person Specification

JOB TITLE: HLTA for the Brighter Futures Learning Partnership Trust (Based at Dunsville School)

GRADE: Grade 6, SCP 6-11

RESPONSIBLE TO: The Headteacher and Brighter Futures Learning Partnership Trust

Qualifications	**Essential**	**Desirable**
• Meet HLTA standards or equivalent qualifications and experience i.e Senior Teaching Assistant/Cover Supervisor	✓	
➢ Senior Teaching Assistant/Cover Supervisor	✓	
➢ GCSE or equivalent in Maths and English (Grade 5 or above or Grade C)	✓	
➢ NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification)	✓	
➢ First Aid Certificate		✓
Relevant experience		
➢ At least three years' experience of working to support children's learning gained in at least two Key Stages (EYFS, KS1 & KS2)	✓	
➢ A good understanding of the National Curriculum and/or foundation stage curriculum (dependant on experience as stated above).	✓	
Special knowledge & skills		
➢ A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery	✓	
➢ In depth understanding of areas of learning, e.g. English, numeracy, science in KS 2/KS 1	✓	
➢ Understanding of principles of child development and learning processes.	✓	
➢ Ability to plan effective actions for pupils at risk of underachieving.	✓	
➢ Well-developed interpersonal skills to be able to relate well to a wide range of people.	✓	
➢ Excellent communication skills	✓	
➢ Have commitment to own personal and professional development.	✓	
➢ Working in a 1:1 capacity, supporting children.	✓	

		✓
Disposition		
➢ High expectations of self and others	✓	
➢ Enthusiastic, reflective, organised and versatile	✓	
➢ Committed to Continuous Professional Development and is evaluative; able to reflect on past experiences	✓	
➢ Respects the need for confidentiality	✓	
➢ Works collaboratively and supportively with colleagues within the school and other agencies and as part of a school team	✓	
➢ Ability to relate well to children and work as part of a team	✓	
➢ Is calm when working under pressure	✓	
➢ Is honest and shows due respect and compliance to Trust policies	✓	
➢ Is self-aware and effectively manages own time	✓	
➢ Able and willing to use own initiative	✓	
➢ Able and willing to be involved in the wider school community	✓	
➢ A good sense of humour	✓	
Safeguarding		
➢ Has a good understanding of safeguarding	✓	
➢ Is proactive in promoting a safeguarding culture	✓	
➢ Understanding of child safeguarding procedures	✓	
➢ Previous experience of dealing appropriately with safeguarding issues	✓	
➢ Demonstrates a commitment to Fundamental British Values	✓	
➢ Personally committee towards making improvements for children	✓	
➢ Up to date safeguarding training		✓
Personal circumstances		
➢ Circumstances should not in any way preclude attendance at evening meetings and other in-service commitments	✓	

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How to Apply

Thank you for considering joining our trust. Further details and application forms are available by visiting our website at brighterfutureslpt.com. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV's will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.
- What you see as the barriers to success and how you will overcome these.

Applications should be received by 9am on Thursday 8th May 2025. Please apply to vacancies@dunsville.doncaster.sch.uk

Interview date is to be confirmed.

***Please note that if you have not been contacted by Thursday 15th May 2025, you have not been shortlisted for interview.**

Good luck with your application.