

Higher Level Teaching Assistant

Recruitment Information Pack



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Dear Applicant

Re: Higher Level Teaching Assistant Vacancy

Thank you for your interest in our Higher Level Teaching Assistant post at Nineland's Primary School.

We are a happy thriving school with a passion for creative teaching, outdoor learning and innovation. We work closely with our family of schools in Garforth and Kippax in addition to a wider range of schools as part of the Noctua Teaching Schools Alliance.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can provide support to teachers in delivering the curriculum across all age ranges.

Despite being the largest primary school in Garforth, we are a friendly, close and supportive staff who work well as a team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, the Friends of Nineland's, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Nineland's is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Katie Pashley
Headteacher





Dear Applicant

Thank you for your interest in the post of Higher Level Teaching Assistant at Nineland's Primary School.

Like many schools, our vision is to provide high quality education and deliver the best outcomes for our children. However, we may differ from others due to our ethos. This is based on our philosophy of mutual respect, hard work and co-operation. At our core we provide excellent educational provision for our families, firmly rooted in the context of the local community. Ultimately, we aim to create well rounded children by giving them a wide range of opportunities, both academic and vocational. We are passionate about active learning and provide excellence in teaching through high expectations with adherence to traditional values and standards.

You will be joining an ambitious and innovative school and we are looking for an imaginative member of staff who can help to secure positive outcomes for our children, their families, and the community that we serve.

We are looking for an outstanding member of staff that can take the school onto greater success, inspiring the children to attain all that they can.

If you share our vision and passion for children and their families then we would like to hear from you.

Yours faithfully

Mr P Holmes
Chair of Governors

Ninelands Primary School Aims

Ninelands is a Foundation School catering for pupils between the ages of three and eleven.

Our Mission Statement

At Ninelands, we believe in making learning irresistible, meaningful and memorable. We want all our children to thrive in a happy, secure and inclusive environment where they develop enquiring minds, enjoy learning and have high aspirations, every lesson, every day. We challenge our children to be independent and self-motivated with the resilience to continue their learning journey so they can achieve their potential, contributing positively to society with strength and compassion.

The aims of our school are:

- To meet the requirements of the National Curriculum, maintaining a broad, balanced, exciting and meaningful curriculum which enables each child to experience success and a strong sense of achievement through a wide range of experiences.
- To encourage all children to understand their strengths, creating growth mindsets which embrace challenge.
- To encourage children of all abilities to develop enquiring minds, an enthusiasm for learning, and ability to co-operate and a desire to achieve.
- To promote self-discipline so that children become increasingly responsible for their own behaviour, growing themselves as self-reliant and self-motivated learners.
- To foster in all members of the school community, a positive appreciation of the importance of inclusion, diversity and cultural heritage, and of the role we all play in our society.
- For children to be a part of the school and wider town and city community and for them to understand and value how they can actively contribute.
- To establish and maintain positive relationships with parents and carers so their child's learning journey is a partnership.
- To support, value and empower staff to create an environment that enables our aims and mission.

The Application Process

Interested candidates are welcomed to contact Mrs Helen Manners-Vaughan, School Business Leader for further information on the post on 0113 2878370 or at office@ninelands-school.co.uk. Visit our website www.ninelands-school.co.uk for more information about Ninelands Primary School.

Visits to school are very welcomed on Monday 17th October at 2.00pm or Thursday 20th October at 11am. This can be arranged by e-mailing office@ninelands-school.co.uk

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and key skills and competencies as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be returned to office@ninelands-school.co.uk.

- Closing date: Monday 31st October 2022
- Interview dates: Thursday 3rd November 2022

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 48 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact Mrs Helen Manners-Vaughan, School Business Leader by email to office@ninelands-school.co.uk or telephone school on 0113 2878370.

Vacancy Advert

Higher Level Teaching Assistant

Start date as soon as possible

Part time, 32.50 hours per week, term time only, permanent

SCP 23 – 25 (SO1) £27,741 - £29,557 FTE (actual £20,446 - £21,784)

Ninelands Primary School is a large and popular two form entry school in Garforth, Leeds. The governing body are seeking to employ a Higher Level Teaching Assistant who is able to work across all age groups supporting teachers in delivering the curriculum and to cover PPA and leadership time on a daily basis. The post would suit someone who is looking for a future career in teaching, but all candidates will be considered.

We are seeking an individual who:

- Has the flexibility and confidence to cover classes throughout the whole school
- Understand how children learn on an individual level to ensure progress
- Work effectively as part of a skilled team, having excellent communication skills
- Holds Higher Level Teaching Assistant status or above
- Has enthusiasm and passion for the job
- Is committed to delivering the best possible education to all our pupils
- Has high aspirations for own career development

We can offer you:

- motivated children who are curious and eager to explore and learn
- a dedicated and professional staff team
- a well-resourced and attractive environment
- a strong commitment to continuous professional career development and equal opportunities
- a happy school with strong support from its stakeholders

Experience of working with primary aged children and a commitment to inclusion is essential. This is an exciting opportunity for candidates who enjoy a large, vibrant and happy workplace. We greatly value outdoor, practical learning, with an emphasis on high standards of achievement and behaviour. You will be joining a team of highly skilled staff including four other HLTAs.

Interested candidates are welcomed to contact Mrs Helen Manners-Vaughan, School Business Leader for further information on the post on 0113 2878370 or at office@ninelands-school.co.uk. Visit our website www.ninelands-school.co.uk for more information about Ninelands Primary School.

Nineland's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments made are subject to a DBS enhanced check.

We promote diversity and want a workforce which reflects the populations of Leeds.

- Closing date: Monday 31st October 2022
- Interview dates: Thursday 3rd November 2022



Enhanced Disclosure

Thank you for your interest in this post at Ninelands Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

It is illegal to apply for this position if you are on the Children's Barred List.

Ninelands Primary School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process. Further information can be found on our school website at http://www.ninelands-school.co.uk/nps_vacancies.html

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

Job Description

Post	Higher Level Teaching Assistant
Accountable to	Headteacher
Any special conditions of service	Requirement to occasionally work outside of school hours and off school premises as required by the school. Term time working.

Propose role

To support the classroom teacher with their responsibility for the development and education of children. To manage a specialist curriculum/resource function: including the allocation and monitoring of work. Leading as appropriate on discrete areas – responsible for design and delivery of support requiring advanced level of knowledge. To take responsibility for classes/groups as directed by Headteacher.

Main duties

- To be responsible for creation and maintenance of purposeful, orderly and productive working environment.
- To be responsible for timely and accurate preparation and use of classroom equipment/ resources/ materials.
- To produce lesson/work plans, worksheets, plans etc. within an agreed system of supervision.
- To take a lead role in planning, development and organisation of systems/procedures/ policies.
- To manage records, information and data, producing analysis and reports.
- To promote and ensure health and safety and good behaviour of pupils at all times.
- To undertake marking of pupils work and accurately record achievement/progress.
- To administer and assess/mark tests.
- To be responsible for maintenance/quality/safety of classroom equipment.
- To implement work programmes agreed.
- To deliver learning activities to pupils within an agreed system of supervision (classes or groups).
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- To hold regular team meetings with managed staff, participating in training and other learning activities and performance development as required.

- To be responsible for the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school.
- To liaise between managers/teaching staff and support staff.
- To represent support staff at teaching staff/management/other appropriate meetings.
- To undertake recruitment/induction/appraisal/training/mentoring of other support staff.
- To be a lead for whole school in specialist area and share expertise and skills with others.
- To take organisational lead in school trips and visits.
- To be responsible for own professional development, including training and participation in annual appraisal
- To be responsible for implementing and following the school's child protection policies and procedures
- To undertake any other duties that are commensurate with the post

Key Skills and Competencies

Essential Criteria	Desirable Criteria
Skills • Ability to build positive relationships with adults and children • Good organisational skills and ability to work on own initiative • Excellent communication skills • Reflects the highest levels of professionalism as a role model at all times and demonstrate the school's aims and values • Good IT skills to support learning • A holistic approach to the well-being and education of pupils • Ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners • A creative thinker, who strives to embed innovative practice and strategies to improve learning for pupils	• Has a specialist skill, which can be used to support the curriculum i.e. languages or music
Experience • Experience of delivering whole class teaching having achieved the Professional Standards for Higher Level Teaching Assistants • Experience of working in a primary school setting	• Experience of statutory assessments.
Knowledge and understanding • Thorough knowledge and understanding of safeguarding children. • Knowledge of planning and curriculum delivery to ensure highly effective teaching • Has an understanding of assessment in all primary key stages.	
Qualifications & Training • Good standard of general education at least 5 GCSE or equivalent at grade C or above • Relevant Teaching Assistant qualification recognised nationally as being equivalent	• Hold recognised HTLA status

to level 2 of the national qualifications framework or above (NQF).	
Other conditions • Holder of an Enhanced DBS • Willingness to contribute to the wider success of school • Ability to be flexible in order to ensure service delivery	



Ninelands Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.