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Dear Applicant

Thank you for requesting details about a support role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a ‘good school’. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don’t sit still. We invest in supporting our students and our teaching staff and we know that the various support roles are integral to our success.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

* Your tenacity in being the best.
* Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? You get things done.

We need colleagues who share our values and aspirations.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

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Tehmina Hashmi

**Executive Principal**

If you would like more information please contact our HR Department on

01274 256789 or by email to [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)

**HLTA**

**Job Description**

**Post Title: HLTA**

**Salary: NJC 4- 6**

**Standard Hours: 37 hours TTO +5 days**

**General Description**

* The Aspirant Teacher at Bradford Academy is expected to meet the professional standards for Higher Level Teaching Assistant (HLTA) as defined by the TDA and outlined below. These standards should be met in all aspects of their work, including cover lessons, intervention sessions and when providing in class support.
* The HLTA should have gained the status of Higher Level Teaching Assistant and/or be a graduate.
* The HLTA will be expected to deliver whole class as well as targeted intervention teaching

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| **Professional attributes**  **Those awarded HLTA status must demonstrate, through their practice, that they:** |
| * have high expectations of children and young people with a commitment to helping them fulfil their potential |
| * establish fair, respectful, trusting, supportive and constructive relationships with children and young people |
| * demonstrate the positive values, attitudes and behaviour they expect from children and young people |
| * communicate effectively and sensitively with children, young people, colleagues, parents and carers |
| * recognise and respect the contribution that parents and carers can make to the development and well-being of children and young people |
| * demonstrate a commitment to collaborative and cooperative working with colleagues |
| * improve their own knowledge and practice including responding to advice and feedback |
| **Professional knowledge and understanding**  **Those awarded HLTA status must demonstrate, through their practice, that they:** |
| * understand the key factors that affect children and young people’s learning and progress |
| * know how to contribute to effective * personalised provision by taking practical account of diversity |
| * have sufficient understanding of their area(s) of expertise to support the development, learning and progress of children and young people |
| * have achieved a nationally recognised qualification at level 2 or above in English / literacy and mathematics/numeracy |
| * know how to use ICT to support their professional activities |
| * know how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support * Early Years specifically the Early Years Foundation stage expectations for 2- 4 years. |
| * understand the objectives, content and intended outcomes for the learning activities in which they are involved |
| * know how to support learners in accessing the curriculum in accordance with the special educational needs (SEN) code of practice and disabilities legislation |
| * know how other frameworks, that support the development and well-being of children and young people, impact upon their practice |
| **Professional skills**  **Teaching and learning activities must take place under the direction and supervision of an assigned teacher and in accordance with arrangements made by the Principal of the Academy.**  ***Planning and expectations***  **Those awarded HLTA status must demonstrate, through their practice, that they:** |
| * use their area(s) of expertise to contribute to the planning and preparation of learning activities |
| * use their area(s) of expertise to plan their role in learning activities |
| * devise clearly structured activities that interest and motivate learners and advance their learning |
| * plan how they will support the inclusion of the children and young people in the learning activities |
| * contribute to the selection and preparation of resources suitable for children and young people’s interests and abilities |
| ***Monitoring and assessment***  **Those awarded HLTA status must demonstrate, through their practice, that they:** |
| * monitor learners’ responses to activities and modify the approach accordingly |
| * monitor learners’ progress in order to provide focused support and feedback |
| * support the evaluation of learners’ progress using a range of assessment techniques |
| * contribute to maintaining and analysing records of learners’ progress |
| ***Teaching and learning activities***  **Those awarded HLTA status must demonstrate, through their practice, that they:** |
| * use effective strategies to promote positive behaviour |
| * recognise and respond appropriately to situations that challenge equality of opportunity |
| * use their ICT skills to advance learning |
| * advance learning when working with individuals |
| * advance learning when working with small groups |
| * advance learning when working with whole classes without the presence of the assigned teacher |
| * organise and manage learning activities in ways which keep learners safe |
| * direct the work, where relevant, of other adults in supporting learning |



**Information for Applicants**

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.