

## HIGHER LEVEL TEACHING ASSISTANT (KS2)

CANDIDATE INFORMATION PACK





## WELCOME TO CROSFIELDS SCHOOL

Crosfields does not stand still. This one time all boys Prep School, heralded the arrival of its first girls in 2007, and a Year 9 cohort in September as the school's plans to extend to 16 became a reality. Supported by considerable investment in the infrastructure, the ambition is to keep the wonderful tone and atmosphere of our Junior School marrying it with the ambition, challenge and opportunities appropriate for our older pupils.

Crosfields is a positive, happy, 'can do' school offering a very thorough academic education with considerable breadth outside the classroom. You will have read the school's aims, but the overriding message is that we want to prepare our pupils for all that lies beyond school and to take advantage of all that awaits them with confidence.

“

*Crosfields is a positive, happy, 'can do' school.*

”

*Craig Watson*

Craig Watson, Headmaster of Crosfields School



### CROSFIELDS BY NUMBERS

88888888  
**635**  
**PUPILS**  
88888888



**165**  
MEMBERS OF  
permanent  
staff

**2007**



the year Crosfields became co-educational



**17%**  
GROWTH

in pupil numbers since  
Sept 2017

FURTHER  
**22%**  
GROWTH



expected over next  
5 years

**40+ ACRES**



of sports fields, meadow  
and woodland

**3**



science labs in 2022

SUPPORTING

**11**



senior children with  
transformational bursaries

**£8.3M**  
**SPEND**



on phase 1 of new senior  
school project

**NEW SENIOR  
SCHOOL BUILDING**



**20**



children or fewer in classes

# HIGHER LEVEL TEACHING ASSISTANT (KS2)

## FULL TIME, PERMANENT FOR SEPTEMBER 2022

<b>RESPONSIBLE TO</b>	Junior School SENCO, Senior Leadership Team (SLT) and the Head
<b>SALARY</b>	Crosfields Pay Scale
<b>CLOSING DATE</b>	This role will close when a suitable applicant has been found

Crosfields wishes to appoint a HLTA (KS2) to support curriculum teaching in the Junior School.

### ABOUT THE SCHOOL

Situated in over forty acres, Crosfields currently educates boys and girls in our Junior and Senior departments. An exceptionally friendly school, Crosfields emphasises manners, kindness and good behaviour. The children benefit from a vast range of opportunities provided by a committed and talented staff enhanced by facilities which are second to none. Though they are taught broadly, the children are also taught thoroughly, preparing them for the challenges that await inside and outside of school and also laying the foundations for the adults they will become.

### ABOUT THE POSITION

The role of the HLTA is one which is fully supportive of and complementary to the class teacher. Experience in Special Education Needs and Disabilities is desirable as well as a broad working knowledge of Special Education Needs and Disabilities (SEND) code of practice.

The HLTA will be responsible to the Junior School SENCO, Senior Leadership Team (SLT) and ultimately the Head.

Above all we seek an individual who is going to give the children a lifelong love of learning. The candidate must be approachable and engaging. The ideal candidate would have experience of working within KS2.

### OBJECTIVES

- To support pupils and staff across KS2.
- To promote high standards of behaviour.
- Contribute to the ethos, value and aims of the school.
- Be aware of and comply with all relevant school policies, including those relating to safeguarding, health and safety and data protection.

### SUPPORTING TEACHING

- Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- Differentiate resources and equipment so lessons can be accessed by all pupils.
- Provide teaching cover as and when required.
- Plan, prepare and deliver learning to individual pupils, small groups and classes as required.
- Be proactive in managing pupil behaviour.
- Provide relevant admin support to teaching staff.
- Take a lead role in supporting pupils with SEND.
- Take on the administration, screening and teaching of some pupils in communication with and support from the Learning Empowerment Team.
- Liaise with the Learning Empowerment Team and class teachers about areas of concern regarding specific children.

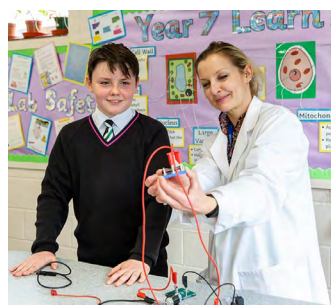


**PUPIL SUPPORT**

- Provide support to pupils in specialist areas of learning as required.
- Deliver pastoral support to pupils as required.
- Carry out duties that support pupils' learning while operating in accordance with the school's policies and procedures.
- Work as part of a team to develop pupils' learning needs.
- Enforce the school's Behaviour Policy through effective classroom management.
- Be familiar with the 'Special Educational Needs and Disability Code of Practice: 0 to 25 years', and support pupils with SEND appropriately.
- Understand the school's safeguarding procedures and actively promote pupils' wellbeing and safety.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's personal plan.

**ORGANISATION**

- To be familiar with Child Protection policies.
- Ensure the well-being of all children by following health and safety regulations including the reporting of accidents.
- Follow all codes of practice in relation to the school's SEND, Behaviour and Discipline policy and pastoral care ethos.
- To act as a member of the school staff as a whole, participating fully in collective enterprises whenever they occur.
- Attend and contribute purposefully to the life of the school through effective participation in briefings, staff meetings, and departmental meetings and through the use of management systems necessary to co-ordinate the management of the school.

**SUPPORTING THE SCHOOL**

- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the headteacher.
- Participate in meetings as required.

**TRAINING**

- Undertake relevant CPD.

**COMMUNICATION**

- Work with the SENCO to ensure pupils with SEND are appropriately supported.
- Work with the DSL and their deputies to ensure safeguarding is promoted.
- Maintain positive relationships with pupils and their parents.

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Have HLTA status or QTS.</li> <li>• Meet the HLTA standards or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• First aid training.</li> <li>• Relevant qualifications to at least level of qualification.</li> <li>• Evidence of relevant CPD.</li> </ul>
<b>SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrable levels of numeracy and literacy.</li> <li>• Experience of working in a school setting.</li> <li>• Experience of working with pupils with SEND.</li> <li>• Experience of teaching individuals, groups and whole classes.</li> <li>• Effective oral and written communication skills.</li> <li>• Good organisational and time management skills.</li> <li>• Strong ICT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading and managing other support staff.</li> <li>• Experience in a specialist area.</li> <li>• Experience in multi-agency working.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of the HLTA standards.</li> <li>• Knowledge of relevant school policies, including safeguarding.</li> <li>• Knowledge of the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of a specialist area.</li> </ul>
<b>PERSONAL TRAITS</b>	<ul style="list-style-type: none"> <li>• Able to build successful working relationships.</li> <li>• Adaptable.</li> <li>• Able to work independently and in a group.</li> <li>• Empathetic with those facing barriers to their learning.</li> </ul>	

## WHAT MAKES CROSFIELDS A GREAT PLACE TO WORK

“

*I like Crosfields because the teachers are fun and help our brains grow.*

**PUPIL**  
YEAR 2



”

“

*Joining Crosfields was a great decision for me. I have been blown away by how friendly and welcoming the people are. The children are a joy to teach and the staff are as diverse and friendly. It's a truly happy place full of ambition, opportunity, and fun. If you are unsure whether to apply or not, do it!*

**MR R.M. EBBAGE**  
DEPUTY HEAD (ACADEMIC)



”





“

*Thank you and your staff for making our child's nine years at Crosfields such an incredible experience and for helping him mature into the person he is today. He has grown immensely, has had a fantastic start to his education and most importantly has really enjoyed it. We hope we are as lucky in his next school.*

**PARENT**

”

We offer a wide range of benefits to school staff, including:

-  **Training & development**
-  **Financial**
-  **Health & wellbeing**
-  **Free meals & discounts**



**COMPREHENSIVE  
TRAINING**



**CONTRIBUTORY  
PENSION**



**PERSONAL ACCIDENT  
INSURANCE**



**ACCESS TO TELEPHONE  
COUNSELLING SERVICE**



**ACCESS TO HEALTH AND  
MEDICAL INFORMATION  
SERVICE**



**MEALS DURING  
TERM TIME**



**FEE REMISSION**

## HOW TO APPLY

To apply for this position please visit our website at [crosfields.com/explore/community/working-at-crosfields](https://crosfields.com/explore/community/working-at-crosfields) for an Application Form.

Applications should be sent to our HR Manager at: [recruitment@crosfields.com](mailto:recruitment@crosfields.com)

This role will close when a suitable applicant has been found.



## GETTING TO CROSFIELDS

### OUR LOCATION

Crosfields School  
Shinfield Road, Reading, Berks, RG2 9BL  
T: 0118 987 1810 | [office@crosfields.com](mailto:office@crosfields.com)

### BY BUS

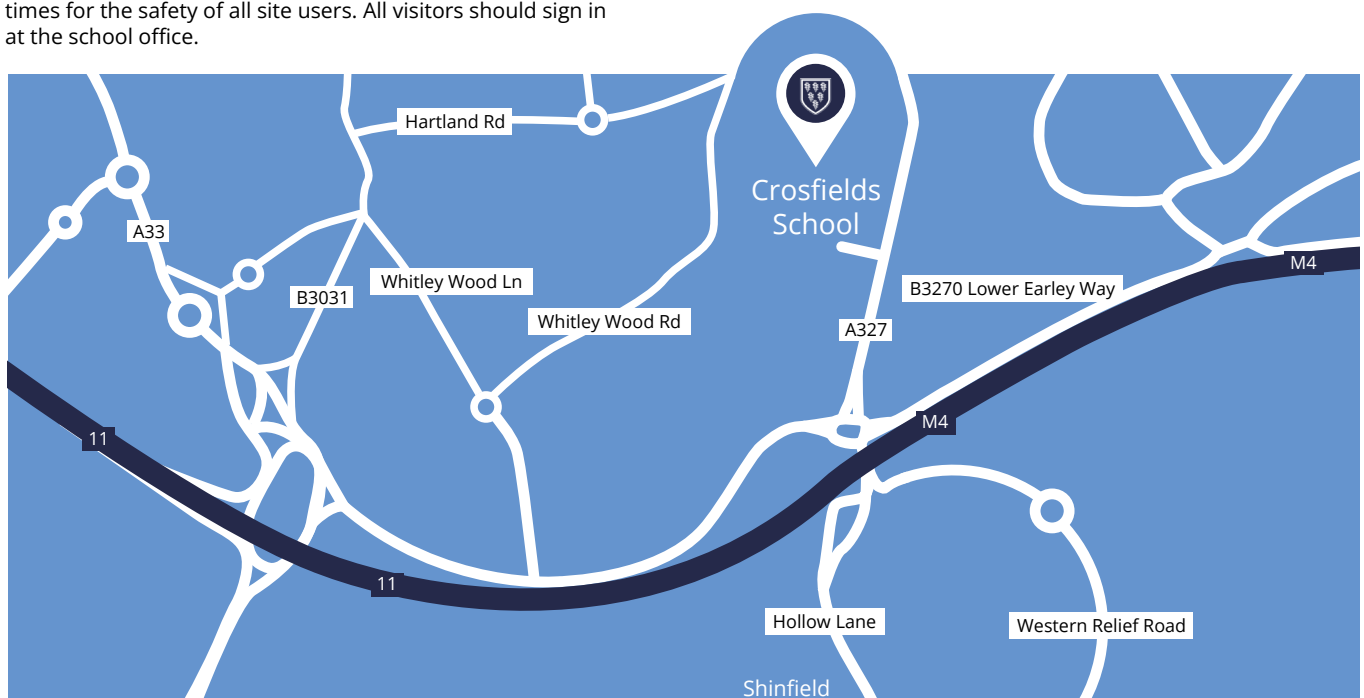
Crosfields on the Shinfield Road has public bus stops served by routes travelling to/from Reading, Wokingham, Bracknell and Shinfield.

### BY CAR

Crosfields is located on Shinfield Road towards Spencers Wood, less than 10 mins from junction 11. Ample visitor parking is available at the front of the school and electric vehicle charging available on site. Please note that the school site has a strict speed limit of 5mph. Please observe this at all times for the safety of all site users. All visitors should sign in at the school office.

### BY TRAIN

Our nearest rail lines are at Reading, Earley and Winnersh Triangle, all of which are about 15 minutes from the school by taxi.



### SAFEGUARDING AND CHILD PROTECTION

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents to be presented at interview as detailed on the application form.

Crosfields School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

### EQUALITY AND DIVERSITY

Crosfields aims to employ staff who are best qualified for the post and does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sexual orientation, marital or civil partnership status, disability or age.