SHARE
MULTI-ACADEMY TRUST

HEATON AVENUE
A SHARE Primary Academy

Careers at SHARE Multi-Academy Trust

Higher Level Teaching Assistant (HLTA)

Heaton Avenue, A SHARE Academy

Application Pack

Valuing People, Supporting Personal Best

Welcome to SHARE Multi-Academy Trust, a supportive and close-knit family partnership of eight academies across West Yorkshire, and a Teaching School Hub.

At SHARE, we are committed to delivering strong educational standards within our academies and providing our people with excellent careers. This is all underpinned by an unwavering commitment to our vision of *Valuing People, and Supporting Personal Best.*

I believe our role as educators is to help children and young adults to instil a desire to learn, to overcome barriers to success, and to encourage an ambition to achieve. To reach this standard, we must first deliver for our people and ensure they feel valued, listened to and have a strong sense of belonging. In turn, our colleagues, pupils, and society all benefit enormously.

Two of our guiding principles are that 'quality is our driving force', and 'teams drive success'. We know that recruiting and retaining an outstanding workforce is fundamental to achieving our aims. We therefore make it our mission to ensure every colleague within the trust has access to exceptional training and personal development opportunities, alongside a positive teaching environment, clear and ambitious progression pathways, and highly competitive packages.

We are also committed to sharing best practice across our trust, creating networks for colleagues to learn from one another, and fostering a learning environment and workplace where everyone feels supported and inspired, and can truly thrive. As a result, we are proud to be an employer of choice.

Thank you for your interest in our academies and trust. I hope you will consider joining us as we continue to deliver the very best education for our pupils. Whether you are an education practitioner looking to start your journey, or an established professional wanting to bolster your career – we look forward to working together soon.

John McNally

Chief Executive Officer,
SHARE Multi-Academy Trust

We must first deliver for our people and ensure they feel valued.

Quality is our driving force

Teams drive success

We are proud to be an employer of choice.

About
our Trust

SHARE Multi-Academy Trust was first established in 2014, and since then, we have built a solid reputation for high standards and strong achievements.

We operate four successful primary academies and four high-performing secondary academies across the region. Our outstanding provision is supported by our Calderdale and Kirklees Teaching School Hub and national training accreditations, which enable us to deliver exemplary training and development opportunities for education practitioners at every stage of their career, from initial training to executive leadership.

Our academies achieve excellent outcomes across the board. This includes academic attainment and school improvement, as well as maintaining exceptionally high standards in all aspects of school life including behaviour and attendance.

As a result of the trust's supportive and inclusive approach, senior leaders invest significant time in supporting positive pupil behaviour and attendance. Our pupils attend well and are positive about learning. In turn, this creates a positive and respectful teaching and learning environment for staff, with teachers able to focus on delivering an excellent education to students without distraction, and with a manageable workload.

> **Behaviour is excellent, and there are high levels of mutual respect and tolerance amongst pupils and staff.**
>
> *Ofsted, 2023**

Whilst being close-knit, we are ambitious for the future.

We are always looking for additional ways to expand our positive impact, be that by working with new schools on exciting initiatives, or by collaborating with our talented team of staff.

Our aim has long been to be the best trust, not the biggest. Our priority for the future is to keep improving standards, building on our successes, and raising aspirations so we can support even more pupils to achieve even better outcomes.

*2023 Ofsted report for Thornhill Community Academy, A SHARE Academy

Your Career at SHARE

Our vision of *'Valuing People, Supporting Personal Best'* underpins everything we do. Central to our work and ability to deliver a transformational education, is our dedication to developing our greatest asset, our staff.

That is why we have an outstanding pledge to teachers and support staff to provide professional development and training opportunities, particularly through our Teaching School Hub. We are committed to investing in our staff, ensuring that they have fulfilling careers and enjoy their jobs every day. This is fundamental to our ability to turn academies around and deliver the very best education to pupils.

We offer a competitive package to all our colleagues.

We have committed to offering our colleagues pay and conditions that are at least as good as those available to colleagues in maintained schools. In practice, we often exceed them. We continue to contribute to the generous Teachers and Local Government Pension Schemes and at least match pay awards agreed or recommended by the Local Government Association and School Teachers' Pay and Review Body. We use the flexibilities available to us as an academy to enhance our offers where we can.

As well as two generous pension schemes, we also offer employee assistance and wellbeing packages; and flexible and family-friendly policies, such as flexible working, shared parental leave and enhanced maternity, paternity, and adoption entitlement, giving colleagues the control and freedom to work in a way that suits their needs. We offer incremental progression and cost-of-living pay increases, subscribe to local and national discount schemes, and provide exceptional onsite catering facilities.

> **We work as a collective group of professionals to achieve common goals. Watching new teachers and leaders become established in their roles gives me an immense sense of professional pride, as they help our pupils to achieve excellent outcomes.**
>
> **Jack Wyatt**
> *Associate Principal*
> *Shelley College*

Our Shared **Vision and Mission**

Our Vision

We want to transform education for the better, raising aspirations in diverse communities, increasing knowledge, and developing the skills that children and young people need to make their lives rewarding and successful.

Our vision is for our teachers and staff to continue to choose our academies and our trust as a working environment where, through our high-quality training and progression pathways, they can achieve their career aspirations. Our academies will be the first choice for parents because we provide a safe and nurturing environment, with excellent academic standards and a wealth of opportunities. Our trust will continue to be a well-regarded family network where other schools choose to join us, benefiting from strong support services, collaboration, and best practice sharing.

Our Mission

We believe education is all about people. Our success is measured in how we help our pupils. We can only attain this success by employing talented, committed staff, and working in partnership with our whole academy communities.

Our mission means we endeavour to ensure every one of our pupils and members of staff enjoy coming to our academies, and that all of us try our very best in everything we do. We help everybody, regardless of background or starting point, to gain the knowledge, skills, and habits that lead to happy and successful lives, both now and in the future.

We live by our vision of 'Valuing people, Supporting personal best', bringing this to life in everything we do. We are all part of a family that has high expectations and a strong moral compass

Jenny Carr
Executive Principal and Headteacher, Royds Hall

Our **Guiding Principles**

We have a clear and ambitious strategy as a trust, so that we can ensure we collectively fulfil our overarching vision and mission. This is built upon our guiding principles, with distinct goals and objectives linked to accountability and performance measures.

Guiding Principles

- Everyone can achieve
- Quality is our driving force
- Teams drive success
- People thrive in communities

Our Goals and Objectives

- Overcome disadvantage, so all pupils achieve outstanding outcomes
- Deliver an outstanding curriculum and pedagogy
- Recruit and retain an outstanding workforce
- Provide outstanding leadership, management and trust infrastructure
- Build positive communities that achieve outstanding outcomes, together

Academies

Our secondary academies

Our primary academies

Click below to select the location of the vacancy you are interested in to find out more.

**Most recent Ofsted prior to academisation in 2022*

Our **Outcomes**

At SHARE, we are proud of the high standards and expectations we set and uphold, across the board. Consequently, we consistently surpass both national and regional school results. Our academies consistently secure excellent academic outcomes, with achievement levels being amongst the highest in our region.

Supported by robust, well-resourced, and accountable improvement plans, we have a proven track record of significantly improving our academies, as reflected in national performance measures and our strong Ofsted outcomes.

Through our broad curriculum, first-class careers education and guidance, and our wide-ranging enrichment offer, we successfully prepare our young people for life beyond the classroom. We ensure no child is left behind, and do so by fostering a safe, inclusive, and nurturing environment where all barriers can be overcome.

We remain committed to developing our staff, who are our greatest asset in achieving our mission.

Alongside our successful Teaching School Hub and training accreditations, we take great pride in one another's individual successes. Many of our most senior leaders have progressed through the routes. That includes the countless colleagues who have enjoyed varied, rewarding, and long careers with our academies and trust, as well as those who are just starting on their journey and are glowing with potential.

What our **colleagues say**

Since joining SHARE as an RQT, the trust has always supported me in my career, giving me ample opportunity to develop and demonstrate my skills, whether through official training courses such as the National Professional Qualification (NPQ) or by offering opportunities to deliver CPD and build leadership skills.

My career progression at SHARE has been rapid thanks to the encouragement of leaders. With every role I have applied for, or training opportunity considered, leaders have always been approachable, supportive, and encouraged these conversations.

There are regular opportunities within the trust to try new things and gain experience in areas that interest us. **I am really glad I joined Share MAT because the culture of recognition, support, and celebration gave me the confidence I needed to chase my career goals.**

Lewis Day
Trust Improvement Leader (Personal Development); PSHE Leader; Teacher of English at Shelley College

The care and support that has been provided during my time with the trust has not only allowed me to help make a difference to young people's lives but it has **enabled me to excel in a fantastic career and in a role which is so fulfilling.** It has been life changing!

Melanie Delaney-Hudson
Assistant Headteacher (SEND and Inclusion), Thornhill Community Academy

What our **colleagues say**

Alongside being part of the central trust team, **I enjoy getting the chance to meet and work with other colleagues across the trust.** I started as an apprentice and every year SHARE has helped me to progress further, either by supporting me with professional development in the form of external or internal training, which constantly bridges the gap to progress onto the next level when the opportunity arises.

Kieran Miller-Walker
Finance Officer, SHARE Multi-Academy Trust

As Phase Leader, I am pleased to be able to support other teachers with passion and excitement to help them lay the foundations that mean pupils thrive throughout their educational journey.

Being a part of the Share MAT family, means there is always a vast amount of knowledge, guidance and support available. The trust annual training day on the first day back really makes you feel like part of a team, with common goals to provide a unique learning journey for all children.

Ben Modeste
Phase Leader of Lower Key Stage 2, Luck Lane Primary School

First-class careers, through **bespoke training and support**

Our success as a trust depends entirely on our colleagues who are the bedrock of all we do. That's why we're determined to recruit and retain the best staff by offering first-class training and support, alongside highly competitive packages.

Across the trust, we pledge to deliver outstanding professional development and training opportunities that are bespoke for our teaching and support staff. We support colleagues through ongoing training, coaching, and mentoring using the latest evidence-based research, to strengthen their expertise.

Alongside career pathways carved out for our support staff, we similarly offer a variety of progression and promotion routes for teachers. In addition to the traditional progression journey, we deliver a full suite of specialist and leadership National Professional Qualifications (NPQs), offer Lead Practitioner positions for those with classroom-based preferences, alongside middle and senior leadership training programmes for new and aspiring leaders. With additional development opportunities for staff including research projects, subject enhancement training, and access to The National College online development platform, we are dedicated to supporting our staff to develop and grow as educators.

We also champion cross-trust collaboration and best practice sharing, maximising the opportunities and expertise available across our schools. All colleagues are encouraged to meet regularly, including through various forums where they can discuss ideas, and share experiences and resources.

We are committed to protecting our staff's wellbeing by providing the support, guidance, and training needed to achieve the highest standards they are capable of.

Just as we encourage our pupils to achieve their personal best, we want the same for our staff, with colleagues having their own personal development plans.

Endless opportunities through our **Teaching School Hub and Training Accreditations**

Calderdale & Kirklees Teaching School HUB

Our commitment to professional development and raising opportunities and aspirations in the communities we serve and beyond, is best reflected through our Teaching School Hub and Training Accreditations.

We are immensely proud to be the Teaching School Hub for Calderdale and Kirklees, enabling us to connect with, shape, and inspire teachers and practitioners of the future.

Through our Teaching School Hub and training platforms, we induct Early Career Teachers (ECTs) into the profession through an outstanding Initial Teacher Training programme. All our academies similarly play an important role in supporting trainee teacher placements through the Hub and with other local trainee teacher providers. We also offer a full suite of specialist and leadership NPQs through the Hub, including for staff themselves to facilitate Early Career and NPQ frameworks.

Since its launch, we are delighted that 1,000 new teachers have progressed or are progressing through our Early Careers Framework Course, with over 600 studying NPQs. We also continue to provide the Appropriate Body Service for nearly 500 new teachers.

Having the Hub as a central part of our trust family means it continually informs our approach to staff development and how we can enhance our training based on learnings and insights. It has also shaped our approach in recognising that development is a long-term, meaningful investment in our colleagues and therefore our pupils.

Since the launch of the hub...

1,000 teachers *have progressed or are progressing through the Early Career Framework*

600 teachers *are studying NPQs*

500 teachers *using our Appropriate Body Service*

JOB ADVERT

Job title:

Higher Level Teaching Assistant (HLTA)

Academy:

Heaton Avenue, A SHARE Academy

Headteacher:

Lauren McCaffrey, Executive Principal

Section:

Primary

Reporting to:

Deputy Headteacher

Contract type:

☐ Permanent ☑ Fixed term

Time commitment:

37 hours a week, Term time + 1 week

Band/Range:

Band G, Range 24-27

Further salary information:

Actual Salary £28,769 to £31,139

JOB ADVERT

Academy information:

Rated Good by Ofsted in 2021, Heaton Avenue, A SHARE Primary Academy, is a family-centred academy that nurtures and motivates pupils to become shining citizens of the future. It is one of eight academies within the well-regarded and high-performing SHARE Multi-Academy Trust.

Located in a close-knit, diverse community, the academy is within good commuting distance from Leeds, Huddersfield, and Wakefield. Heaton Avenue is proud to offer:

- A supportive and ambitious environment where all pupils are encouraged to go beyond what they think they can achieve and to enjoy learning, helping them to lead successful, healthy and happy lives

- A vibrant place to work which equips staff to deliver their best every day, under the strong belief that Valuing People, Supporting Personal Best is the key

- A commitment that staff are happy, engaged, and well supported at work, taking pride in pupils' attendance, behaviour, progress and development as well as their own

- Excellent training and guidance relevant to individual job roles, so expectations are understood and staff are motivated

- Great benefits, as an employer of choice, including outstanding CPD, supportive line management, and meaningful networking opportunities across the trust to aid personal development

- Supportive leadership, encouraging a healthy work-life balance

- A high-quality teaching and learning environment, alongside good facilities

- A culture where children are happy, settled and confident, accessing a broad and balanced curriculum which provides a memorable educational experience for pupils and staff

JOB ADVERT

We are looking to recruit:

We are looking to recruit a Higher Level Teaching Assistant (HLTA) who will work across all year groups, under the direction of the Deputy Headteachers, to plan and deliver lessons to the class, plan and deliver appropriate interventions, and evaluate and assess children's progress.

We want an enthusiastic individual to work as a team member across the academy, who will support the learning, progress and welfare of all students to help them achieve their Personal Best.

The ideal candidate will:

The ideal Candidate will:

· Have HLTA status (or qualified teacher experience) or be working towards this.

· Have Maths and English, GCSE C and be able to demonstrate high standards of numeracy and literacy.

· Have experience of working with pupils in schools for at least two years, and have experience of working with children who have SEN/EAL.

· Have experience of teaching individuals, groups and whole classes.

· Love encouraging, motivating and inspiring young children through the support they give in order to encourage their learning.

· Be committed to our ethos that all pupils can achieve at Heaton Avenue A SHARE Primary Academy.

· Have great references demonstrating they are a suitable candidate, safe to work with children.

For more information, get in touch with:

Kirstie Humphreys - kirstie.humphreys@sharemat.co.uk (Tel: 01274 028613)

JOB DESCRIPTION

Overall purpose of the role:

The Higher Level Teaching Assistant (HLTA) will work across all year groups, under the direction of the Deputy Headteachers, delivering lessons to the class, to plan and deliver appropriate lessons and interventions, evaluating and assessing children's progress.

The ideal candidate will work as a team member across the academy and support the learning, progress and welfare of all students to help them achieve their Personal Best.

Safeguarding requirements:

This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household. Applicants MUST complete the MAT's standard application form to be considered, will be required to provide evidence of identity and qualifications and offers of employment will be subject to satisfactory references. For applicants who work or have recently worked in a school, one of the references must be from the Headteacher.

JOB DESCRIPTION

Key Outputs:

1. Work with teachers in planning and delivering learning.

2. Plan, monitor and evaluate students' learning. Ensuring the progress is clearly recorded in the relevant systems and related to the learning objectives/goals for students.

3. Deliver appropriate interventions to maximise student process.

4. Liaise with pastoral and inclusion staff ensure the needs of all students are met. Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom. Use behaviour management strategies, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.

5. Assist and collaborate with the class teachers: supervising activities and general management and control of pupils in the classroom; and promoting pupils learning in a range of classroom settings, including working with individuals, groups and whole classes where the assigned teacher is not present.

6. Ensure relevant equipment and materials are suitable for the designated learning activities.

7. Contribute effectively to the research, selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.

8. Support class teachers with resourcing lessons as needed.

9. Foster and maintain constructive and supportive relationships with parent/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

10. Contribute to the overall ethos, work aims of the school by attending relevant meetings and contributing to the development of policies, procedures and processes within the school.

11. Provide cover as required and directed by SLT.

12. To provide information via CPOMs of incidents or occurrences to teachers and senior staff.

13. Plan and organise playground activities for break and lunchtime.

14. Deal with the personal care and comfort and as necessary minor medical treatments of pupils, as necessary.

15. Undertake any other work as directed by the SLT, Deputy Head and Head of School.

16. Commit to and work towards our ambition to deliver an outstanding education for children and young people in our schools, taking appropriate action to ensure that your team members do likewise.

Key Outputs (Continued):

JOB DESCRIPTION

Key Outputs (Continued):

Dimensions:

- Range of Teachers and Support Staff approximately 60 across the whole school.
- Range of pupils approximately 400. Number of SEN students varies with each new intake.

Work/Business contacts:

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: External staff, Other Schools, Parents and families.

JOB DESCRIPTION

Expertise in role required (At selection – Level 1):

ESSENTIAL

- Have HLTA status [or qualified teacher experience] or be working towards this
- Educated to A level standard or equivalent
- Maths and English, GCSE C or equivalent, able to demonstrate high standards of numeracy and literacy
- Experience of working with pupils in school for at least two years
- Experience of working with children who have SEN / EAL
- Experience of teaching individuals, groups and whole classes
- Ability to engage and influence others
- Experience of working across classes
- Excellent communication skills
- Excellent behaviour management skills
- Commitment to the safeguarding of young people
- Ability to monitor and evaluate impact of interventions and strategies
- Working knowledge of relevant policies and codes of practice
- Ability to use ICT to support learning
- Has the ability to travel around the local area for key events, including transporting pupils.
- Is willing to work flexibly within scope of overall hours, e.g. evening meetings.

DESIRABLE

JOB DESCRIPTION & HOW TO APPLY

Expertise in role – After initial and advanced development:

- Use coaching and mentoring skills with adults and pupils
- Demonstrate leadership and line management skills
- Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

Structure/Department Information:

Deputy Headteacher - HLTA

Please note that CVs will not be accepted. To apply, please complete an application form on the Every Candidate Portal using the application link below.

Application link:

https://candidates.every.education/Vacancies/Details?advertKey=515d0e1a-c27f-4629-b538-cde31ad316f4

Closing date:

Wednesday 10th April 2024

Interview date:

Thursday 18th April 2024

Share MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post. An online search will be undertaken for all shortlisted candidates.

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Valuing People,
Supporting Personal Best

Ready to start your career with Share MAT?
Get in touch:

Visit
heatonavenue.co.uk

Email
heatonavenue.office@sharemat.co.uk

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01274 028613

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Visit the trust website **www.sharemat.org**