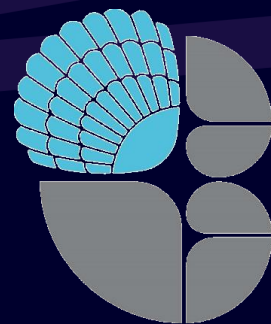


Higher Level Teaching Assistant

Wroughton Academies
November 2019



**WROUGHTON
ACADEMIES**
*Creative
Education
Trust*

You can find out more at:
www.creativeeducationtrust.org.uk

Dear Colleague



Thank you for your interest in the role of Higher Level Teaching Assistant (HLTA) at Wroughton Academies.

In December 2016, Wroughton Academies (Wroughton Infant and Wroughton Junior Academies) proudly became a member of the Creative Education Trust, which consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team.

As a CET school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

Our mission at Wroughton Academies is clear – to ensure all children achieve excellence, through hard work, courage and academic performance. We achieve our mission through the excellent staffing team, alongside an outstanding programme of professional training and development and supported by a purpose-built staff training room.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. Our curriculum is therefore integral to everything we do. Using a systematic approach to teaching phonics, reading for pleasure and a fully immersed Talk4writing curriculum, we place a high priority on ensuring all children leave us with the necessary skills and passion for reading.

We have a strong maths curriculum, also integrated with a very clear maths calculations policy. For other subjects, we proudly adopt the International Primary Curriculum, which not only provides coverage of Science and all foundation subjects, but also has a specific focus on diversity, global and cultural awareness. We equally focus on music, Spanish, RE, PSHE and PE.

We are currently looking for a dedicated, forward-thinking, caring and driven HLTA, with a growth mind set, reflective approach and passion for ensuring that all children achieve excellence.

I look forward to receiving your application.

Yours sincerely,

C. Avieson

Dr Craig Avieson
Executive Headteacher

“We are looking for a dedicated, forward-thinking, caring and driven HLTA”

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ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

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WROUGHTON ACADEMIES

Creative Education Trust

ABOUT WROUGHTON ACADEMIES



Our closely-connected schools opened in the early 1950s and we have subsequently served our local community for many years. In December 2016, we became Wroughton Infant Academy and Wroughton Junior Academy –part of Creative Education Trust.

Our dedicated staff team educate children between the ages of 4 and 11 years, although we also have our own on-site nursery provision for two and three year-olds. We have a beautiful large site, with plenty of space for children to explore, learn and develop.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. We ensure all children 'achieve excellence' through developing their knowledge, skills and confidence.

Wroughton Academies offer:

- A seamless transition into our reception classes from nursery or other providers.
- Before and after-school club provision (7.30am to 5.15pm) – for all children and free for new Reception children.
- Highly qualified and dedicated teaching and support staff to meet every child's needs.
- A strong focus on making sure children have the skills and passion for reading.
- A broad and balanced curriculum which focuses on all subjects including: science, art, computing, music, design technology and physical education.
- New digital screens in every classroom to support interactive teaching.
- A purpose built central library with thousands of books for children of all ages.
- A large outdoor and rural area on the school site with a range of playground equipment.
- Dedicated staff to support children's welfare.
- A strong Parents and Friends Association (PFA) who support the school with a range of successful events throughout the year.



You can find out more at:

www.wroughtonacademies.org.uk/

SUPPORT FOR OUR STAFF

Creative Education Trust is committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



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HLTA

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

- Wroughton Academies, Gorleston, Norfolk

SALARY

- Scale F. £21,589 - £23,836 FTE
Pro-rated to £18,486- £20,410

WORKING HOURS

- 37 hours per week, Term time plus 1 week.

THE ROLE

- To support the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes.
- Monitoring pupils and assessing whole classes under an agreed system of supervision.
- Undertakes the job description of a Teaching Assistant at NVQ 3 level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative. Can deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. Main additional responsibilities are set out below.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning and academic progress.
- Take responsibility for developing and implementing SEND support plans, EHCPs and behaviour support plans when working with children.
- Teach larger groups of pupils using plans and resources provided.

- Responsible for recording progress and achievement in lessons/activities – through following the school policy on live marking of books and feedback.
- Establish a clear framework for disciplinary matters, classroom expectations and the learning environment/resources.
- Provides clear communication to teachers and parents (where necessary) on class progress, individual concerns and coverage of lessons.

Support for the Curriculum

- Uses the Wroughton curriculum to ensure that learning is pitched at the appropriate level and that all learners are supported in meeting expectations.
- Ensure that the classroom environment and resources are prepared and set up to enable all learners to make age-related progress.

Support for the School

- Assists with the development of school policies and procedures relating to child protection, teaching and learning, behaviour for learning and all other professional expectations.
- Takes the initiative in making reasonable adaptations where necessary if this meets the needs of the children.
- Where applicable, takes responsibility for the provision of out of school learning activities within guidelines established by the school.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE (or equivalent for Maths and English). • NVQ Level 3 in working as a teaching assistant or equivalent (5) • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience; • Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT; • Can work at NVQ 4 level overall. 	<ul style="list-style-type: none"> • Attendance at recent relevant course • Training/knowledge in the International Primary Curriculum
EXPERIENCE	<ul style="list-style-type: none"> • Experience in working with young people • Experience of covering whole class lessons 	<ul style="list-style-type: none"> • Experience of working in an educational setting in KS1 or KS2
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Full working knowledge of the National Curriculum across both key stages, including the teaching of reading. • Working knowledge and experience of implementing National Curriculum and other relevant learning programmes • Good understanding of child development and learning processes – including behaviour management techniques • Understanding of statutory frameworks relating to teaching; • Constantly improving own practice through self-evaluations and learning from others. • Ability to relate well to children and adults • Ability to monitor pupils' responses to learning and provide detailed and regular feedback on pupils' achievement/progress 	<ul style="list-style-type: none"> • Knowledge of strategies to improve school attendance. • Sound understanding of behaviour management
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confident and efficient in managing classes and behaviour. • Focused on ensuring all children make progress. • Ability to relate to young people and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence • Ability to respond swiftly and effectively to the unexpected • Excellent communication skills, both orally and in writing e.g. letters and reports. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.