



Egloskerry Primary School

Part of the Athena Learning Trust



Applicant Pack
Higher Level Teaching
Assistant (HLTA)



ATHENA
LEARNING TRUST

Job Title: Higher Level Teaching Assistant (HLTA)	Start date: January 2023
School base: Egloskerry Primary School	Contract type: 30 hours, term time only
Closing Date: Friday 6 th January 2023, 9am	Salary: Grade C5, £11.87, £22,905 FTE. Actual salary £15,357.88
Interviews on: Wednesday 11 th January 2023	Contract term: Permanent

Our Trust

Egloskerry Primary School is part of Athena Learning Trust alongside Altarnun Primary, Bideford College Atlantic Academy, Launceston College and Launceston Primary School.

Our Trust is vibrant, energetic and has exceptional people across our Schools. You will be joining an existing high quality school team who give an exceptional level of teaching support to our schools. We focus on the happiness and healthiness of our employees, with a practical focus on wellbeing, from 'light touch' marking to addressing behaviour centrally to ensure disruption free learning. We have a comprehensive employee assistance programme and a scheme offering rewards and savings at a large range of shops and supermarkets.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

Our pupils are amazing! We have exceptionally high aspirations for them and seek to support all our students no matter what their background or circumstances. We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning. As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with an extensive range of shared services, including: trust-wide leadership and management, tailored and supportive CPD, safeguarding activity, external network opportunities and high quality expertise in teaching and learning, school improvement, financial, administrative, estates and HR.

If you want to spend your time being part of a team supporting the delivery of high quality teaching and have real influence and impact on the outcomes of young people whilst taking advantage of the lifestyle that miles of beautiful coastline, beaches and scenery that our settings can provide - we want to hear from you.



Our School

Egloskerry Primary School is a small school, in a rural location five miles from Launceston. The school's aim is for all children to delight in life experiences and achievement, inside and outside the classroom. This is supported by the creativity, dedication and commitment of the excellent staff and Governing Body and the strong relationship that is nurtured between staff, children, and their families, as well as the wider local community.



Through a combination of outstanding personal development, a sense of adventure and our creative curriculum, children gain access to a unique world of opportunity and experience. Our children are a delight – polite, enthusiastic and excited about learning and discovery. They grow into well-rounded pupils with a passion for life, a love of learning and a breadth of interests enabling adaptation to the fast-changing world around them. All skills and valued – academic, creative, sporting, social. Community, family and success for all lie at the heart of our ethos and vision.

Our staff are nurturing and inspirational and we work together to ensure children feel safe. Our children are capable of achieving great things and we help them to believe this too. We do this by embedding high quality and contextualised learning within meaningful, challenging and exciting topics which are led by the children.

What's in it for you?

We can offer you an amazing place to work and some great benefits, including:

- A focus on staff happiness, healthiness and a holistic approach to wellbeing.
- Great pay and opportunities to develop your skills across a growing Trust.
- Access to an outstanding local government pension scheme and generous holidays.
- Inclusion in *Perkbox* - our benefits scheme which provides a range of great savings and perks.
- An Employee Assistance Programme to give practical support for your health and wellbeing.
- On site parking and a modern, well equipped school workplace.
- The option to be part of a nationally recognised cycle to work scheme.
- Opportunities to access quality CPD, to ensure professional success and personal satisfaction.
- A team of dedicated staff who are passionate about supporting teaching and learning.
- A Trust culture which is fair, developmental, and supportive of staff and pupils.

Thank you for your interest in the position of HLTA within the Athena Learning Trust.

If you have any questions or if you would like a further discussion about the role, in the first instance please contact HR, on:

(01566 701683  people@athenalearningtrust.uk)

We are seeking to appoint a **Higher Level Teaching Assistant (HLTA)**.

Job Description:

Job title: Higher Level Teaching Assistant (HLTA)

Grade: C5

Responsible to: Class Teacher & Principal

Direct supervisory responsibility: None

Indirect supervisory responsibility: None

Important Functional Relationships: Teachers, pupils, support staff, parents/carers

Main purpose of the job

To contribute to the promotion and development of an outstanding education that offers high quality learning experience for Primary age children.

To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.

To take a pro-active role in the support of the educational, social, emotional and physical needs of the pupils; to support the curriculum and the school through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

Duties and responsibilities:

Teaching Assistant:

1. To assist individuals, groups of children and the whole class in developing knowledge, skills, expectations and attitudes. To take into account the learning support involved to aid the children to learn as effectively as possible.
2. To establish and build supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils, including those with special educational needs and those identified as more able. To meet the needs of pupils with emotional and behavioural difficulties.
3. To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem and resilience through the development of self-help skills.
4. To contribute to the development of the learning environment by assisting in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials are available for use.

5. To assist with the assessment (including any statutory assessments), monitoring and recording of children's progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the development need of individuals or groups to the Teacher or Principal as appropriate.
6. To supervise an individual, small group of children or whole class under the overall control of the teacher.
7. To attend staff meetings and school-based INSET as required. To actively engage in the school Performance Management process. To meet with outside agencies (Speech and Language, Educational Psychologist etc) and other appropriate staff linked to pupils' needs when required.
8. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
9. To contribute to the management of pupil behaviour including the implementation of the schools' behaviour management policies. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holders training and school policies and procedures.
10. To remain aware and work within all relevant school working practices, policies and procedures.
11. To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.
12. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information. To maintain confidentiality of information acquired in the course of undertaking duties for the department
13. To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
14. To network, communicate, support and work with other Athena Learning Trust staff; attending meetings and training as required at other sites (reasonable travel distance).
15. The post holder is responsible for his/her own continuous self-development.
16. To assist with lunch and break time supervision of children on a rota basis.
17. To accompany children on educational visits and outings as supervised by the Teacher.
18. To co-operate with and support your colleagues.
19. To carry out administrative tasks relevant and appropriate to this post.
20. To undertake other reasonable duties as directed by the Principal.

HLTA: Support for Pupils

1. Use specialist skills to meet the intellectual, physical, social and emotional needs of pupils; To encourage independence and self-help skills in the children.
2. Assess the needs of pupils and contribute to the development of Education and Health Care Plans.
3. Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority Support for Teachers
4. Assist designated teacher(s) with the teacher's responsibilities for planning and teaching the agreed curriculum, and, at the teacher's direction, specifically to implement and evaluate specific curriculum plans and activities prepared by the teacher to meet individual needs of pupils
5. To ensure the safety of the children at all times
6. Contribute to curriculum planning.
7. Organise and manage learning sessions with specified groups of pupils
8. To be actively involved in the assessment of the children in order to provide effectively for their individual needs and to maintain accurate records and provide feedback to Teachers and other Support Staff.
9. Provide information and reports as required on the achievement and progress of pupils
10. In an emergency, on a short-term basis, supervise the class until the teacher returns or alternative arrangements are made
11. Take up to 60% whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. HLTAs will be under the direction of teachers. As HLTAs are working with whole classes more, it enables the teachers to use their higher level pedagogical skills to work with individuals or groups of children who most need complex, high level strategies and quality of teaching.
12. Work with parents to enhance pupils' learning and development including taking the lead role in home visits if required.

HLTA: Support for the school

1. Contribute to the identification and planning of out of school learning activities to consolidate and extend work carried out in class.
2. To monitor and assist with routine tasks such as cleaning equipment, tidying up and maintaining supplies of materials and equipment
3. Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
4. To ensure all tasks are carried out with due regard to Health and Safety
5. To undertake appropriate professional development including adhering to the principle of performance management.
6. To adhere to the ethos of the school
7. To promote the agreed vision and aims of the school
8. To set an example of personal integrity and professionalism
9. Attendance at appropriate staff meetings and parents evenings
10. To undertake any other duties appropriate to the post as requested by the Principal

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	<p>At least 2 years' previous experience of working with children within a classroom environment or similar. Experience within the Early Years and Foundation Stage.</p> <p>As the successful candidate will be responsible for running the Forest Schools programme across school. A passion for outdoor learning is essential.</p>	More than 2 years' experience working with children in a Primary School setting.	<p>Application form.</p> <p>Interview.</p>
<u>Education & Training</u>	<p>Good levels of literacy and numeracy (GCSE grade A-C/5-9 or equivalent) or able to demonstrate equivalent knowledge, skills and aptitude.</p> <p>Attainment of NVQ Level 3 or equivalent.</p> <p>HLTA training.</p>	<p>First Aid Training</p> <p>Paediatric First Aid</p> <p>Forest School Qualification.</p> <p>Outdoor Learning Training</p> <p>Autism training</p> <p>Read Write Inc training</p> <p>Dyscalculia training</p> <p>Feeding tube training</p>	<p>Application form.</p> <p>Interview.</p>
<u>Special Knowledge & Skills</u>	<p>Ability to communicate well with children and adults.</p> <p>Organisational skills.</p> <p>Good communication skills.</p>	<p>Knowledge of issues relevant to education and child development.</p> <p>Computer literacy (Google Drive)</p>	<p>Application form.</p> <p>Interview.</p>
<u>Any Additional Factors</u>	<p>Able to prioritise between different demands.</p> <p>Ability to work to deadlines. Pro-active, positive, self-motivated,</p>	Able to work without supervision.	Interview.

	and able to work in a team. An interest in children and education. Patient and friendly approach.		
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To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Athena Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

