



**HEARTLANDS**  
COMMUNITY TRUST

**Job Pack**  
**HLTA-Maths**



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October 2020

Dear Applicant,

I am delighted that you have chosen to apply for a post with Heartlands Community Trust.

Our well-established values and ideals which are at the heart of our Community Trust now provide a space within the wider education system where we can come to work together, to grow and flourish.

We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We take a 'by schools for schools' and a 'for the common good' approach to our Trust decisions within a clear framework of values and goals, which help each school to express its individual ethos and identity, whilst also appreciating the importance of family and collaboration.

We focus on continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development.

All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the aims and values of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust, as an individual as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for Heartlands Community Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be. We look forward to receiving your application.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Anthony Billings', is written over a light blue grid background.

Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

## Job description

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<b>Post</b>	<b>Higher Level Teaching Assistant - Mathematics</b>
<b>Grade</b>	<b>SO1 Point 23 to 25 pro rata £30585 to £31557 actual £27481 to £28355</b>
<b>Contract</b>	<b>Permanent</b>
<b>Hours</b>	<b>36 hours a week , 40 weeks per year (term time only)</b>
<b>Responsible to</b>	<b>SENDCO/Head of Faculty for Mathematics</b>

### Purpose

We require dedicated, talented and energetic Higher Level Teaching Assistants to work at Heartlands High School. The posts will be based within both the Mathematics and SEND Department with allocated time working within both faculty areas.

For parents with students who have Special Educational Needs we are the most popular school in Haringey. Currently approximately 12% of students at Heartlands are on the SEN register and we have approximately 60 children with Education and Health Care Plans with a range of needs including ASD, ADHD, global learning difficulties, SEMH, physical and speech and language needs.

Our aim is to support the needs of all students to enable them to access the curriculum. We welcome candidates with focused subject knowledge as well as those with a SEND background. There will be good opportunities for developing the right candidate's career at the school through a thorough training programme. We also consider applications for potential teacher training opportunities from our Higher Level Teaching Assistants.

### Main Activities and Responsibilities

**The role will be adapted to suit the talents and interests of the successful candidates, but will include:**

- supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
- delivering small group Maths interventions, including Entry Level
- taking a leading role in managing and delivering mathematical support to students
- assisting in the delivery of Maths
- developing methods of supporting students, both within and outside the mainstream, in achieving success in Maths at Key Stage Three and Key Stage Four
- developing and leading Maths learning groups for students with a range of abilities
- building the confidence of students to engage and achieve in the subject
- identifying and developing suitable pathways for students experiencing difficulty in engaging with the curriculum
- advising staff on general and specific issues around learning, especially in Maths
- contribute to the learning and motivation of all students
- assessing needs and developing and maintaining education and pastoral support plans

- building excellent relationships with students
- promoting inclusion in the school
- ensuring that students are challenged and encouraged to engage in school and aim high
- developing and maintaining excellent relationships with parents and carers to ensure that students are able to enjoy and achieve
- working to meet the learning and behavioural needs of students, including developing and leading individual and small group interventions
- participating in KS3 and KS4 interventions.
- delivering SEARCH days within the school
- set up and develop highly engaging enrichment within the Learning Support department and Maths faculty
- to collaborate and network with primary feeder schools
- to be responsible for 'managing' overseeing the progress of Special Educational Needs within Maths of a number of students across both Key Stages
- organising and promoting Numeracy strategies within the lower sets.
- ensure the behaviour management system is implemented in the subject area so that effective learning can take place.
- liaising with and supporting appropriate staff inside and outside the school to help support students
- undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
- being a form tutor within the house structure, and supporting with administrative work within the house
- assisting in supervising and developing the Breakfast Club and at least one other enrichment activity
- attending staff meetings for curriculum, tutor teams, etc
- supporting and complying with school policies on Child Protection, advising where needed
- providing high quality and flexible support, including on school trips and off site learning
- researching alternative provisions that may support student learning
- establishing productive working relationships with student, acting as a mentor
- setting targets and providing feedback to students
- to undertake cover lessons
- updating faculty displays and house records
- undertaking break duties to support the smooth running of the school
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The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

**School Matters**

**Effort**

**Achievement**

**Responsibility**

**Character**

**High Aspirations**



Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

**Key Organisational Objectives**

The postholder will contribute to the HCT objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

**Safeguarding Children**

HCT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date of issue: .....

Signature of postholder: .....



Name of postholder: .....

Signature of CEO/ Head Teacher: .....

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
Completion of HLTA qualification (although this can be completed when in post)	✓	
Relevant qualification in a stem related degree or A-level mathematics	✓	
Good Literacy and Numeracy skills and qualifications	✓	
First aid training or the willingness to undertake it	✓	
<b>Experience</b>		
Experience of working with or caring for students with additional needs in the 10-18 age range	✓	
Some experience of working with or caring for students in the 10-18 age range	✓	
Good working knowledge of relevant policies and codes of practice	✓	
Ability to plan effective interventions for students with a range of needs	✓	
Ability to plan and deliver some learning to whole classes and small groups and individuals	✓	
Understanding of the issues around working with students with all levels of Special Educational Needs and EAL	✓	
Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✓	
Some understanding of the issues around working with students with Special Educational Needs and EAL	✓	
Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✓	
<b>Skills</b>		
<b>Personal</b>		
A determination to ensure that all students are given the chance to succeed	✓	
Understanding of child development		✓
Some understanding of child development	✓	
Willingness to reflect on your own practice and develop as a professional.	✓	
Flexible approach to working hours	✓	
<b>Relations</b>		
Ability to relate well to, and communicate with, children and adults	✓	

<b>IT Skills</b>		
Ability to use ICT and technology to support learning	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Understanding of the issues, processes and professionals around safeguarding children	✓	
Commitment to equal opportunities	✓	



## High Level Teaching Assistant – Mathematics (HLTA Maths)

<b>Closing Date:</b>	<b>10 a.m. on Friday 13th November</b>
<b>Salary:</b>	<b>SO1 Point 23 to 25 pro rata £30585 to £31557 actual £27481 to £28355</b>
<b>Location:</b>	<b>Haringey</b>
<b>Contract type:</b>	<b>36 hours a week, 40 weeks per year (term time only)</b>
<b>Contract term:</b>	<b>Permanent</b>

Heartlands High School is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

We pride ourselves on ensuring that our Higher Level Teaching Assistants gain the right development to ensure successful personal and professional development that they require to progress. We have a proven track record of developing our Higher Level Teaching Assistants and supporting routes into teaching wherever possible. Heartlands High School is a great place to work. We aim to cultivate staff that are passionate about their students and seek to support exciting lessons which engage learners. We encourage teaching that is innovative. Our continuing professional development ensures that staff work together to improve their practice. We empower staff to support both students and other staff through a high expectations culture within the school.

The School is in the heart of Wood Green close to shops, over ground, underground and bus links. You will be joining an energetic and dedicated team of teachers and support staff who are working to provide an excellent education to a group of diverse and rewarding young people.

### **The successful candidates will be responsible for below duties:**

- supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
- taking a leading role in managing and delivering mathematical support to students
- assisting in the delivery of mathematics
- developing methods of supporting students, both within and outside the mainstream, in achieving success in maths at Key Stage Three and Key Stage Four
- developing and leading maths learning groups for students with a range of abilities
- building the confidence of students to engage and achieve in the subject

**We would consider a candidate with a stem related degree or A-level mathematics qualification.**

Please contact our Human Resources department on 0208 826 1230 or send an email to [HR@heartlands.haringey.sch.uk](mailto:HR@heartlands.haringey.sch.uk) if you require any further information.

Completed applications forms, with a covering letter addressed to the Headteacher, Elen Roberts, should be sent to [HR@heartlands.haringey.sch.uk](mailto:HR@heartlands.haringey.sch.uk) by **10 a.m. on Friday 13<sup>th</sup> November 2020.**  
**Interviews will be held on Friday 20<sup>th</sup> November 2020**



Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Heartlands Community Trust reserves the right to close adverts earlier than the stated deadline.