



Higher Level Teaching Assistant (HLTA) Application Pack

Caldmore Primary Academy,
Walsall, West Midlands

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Walsall, West Midlands



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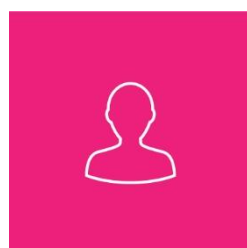
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Improving Education **Together.**



01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Caldmore Primary Academy Information

Caldmore Primary is a learning community in which everybody wants to continuously improve, is expected to continuously improve and has a duty to help others to do so. There is a relentless pursuit by all staff to create a happy, respectful and purposeful learning environment.

Our motto, 'Aspire, Believe, Achieve', is central to the inclusivity of the academy; there are strong, nurturing relationships between staff and pupils and an unswerving commitment to help all of our children fulfil their potential.

The image of the rainbow in our school badge depicts the way in which we are all unique, but in the most important ways, we are very much the same. Caldmore Primary Academy serves a richly diverse community, with around 30 different languages being spoken by children who join us from all around the world.

All pupils, regardless of their starting points or backgrounds, are supported and challenged to be the very best that they can be.

The combination of high expectations, an engaging and tailored curriculum and a dedicated, highly skilled team combine to create an ambitious academy that continuously strives for excellence. It is an absolute privilege to work with such wonderful pupils and staff every day.





03. Job Description

HLTA – Primary Academy

The successful candidate will provide effective classroom support to pupils, whilst remodeling best practice for our team of teaching assistants. By doing so you will positively impact the lives of our children whilst our academy continues its journey to outstanding. The role will be term time only and part time (32.5 hours per week)

Responsible to:

- > Vice Principal

Key Responsibilities:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently while recognizing and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement
- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress attainment
- Work within an established discipline policy to anticipate and manage behavior constructively, promoting self-control and independence
- Supporting the role of parents and pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production of lesson plans, worksheets, plans, etc.
- Deliver learning activities to pupils within agreed system of provision, adjusting activities according to pupil, responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupil's skills
- Use ICT effectively to support learning activities and develop pupils' competency and independence in its use
- Select and prepare resources necessary to lead learning activities, taking into account pupils' interests, language, and cultural background

03. Job Description

- Undertake planning, preparing and delivering of learning activities for individuals/groups or short term for whole classes
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of specialist expertise and use these to lead advise and support others
- Deliver out of school learning activities within guidelines established by the academy
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- Actively engage with all policies including the performance review process, and be responsible for personal continuous professional development to support the academy's vision
- Actively promote the academy's policies and procedures to ensure that the academy operates effectively, fairly and in line with legislative requirements at all times and to create a positive and safe working environment
- Ensure confidentiality of the academy's' activities is maintained in order to protect the integrity of the academy and its people
- Recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the academy's Health and Safety policy and any academy-specific procedures / rules that apply to this role.
- Any other adhoc duties as required

04. Person Specification

HLTA – Primary Academy

Key responsibilities

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > engage with a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > continue to support the transformation of the quality of teaching and learning so that all pupils consistently make progress which is better than pupils nationally
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community.

	Essential	Desirable
Professional qualifications and learning	<ul style="list-style-type: none">• right to work in the UK• 5 GCSEs at grade C or above (or equivalent) including English and Maths• HLTA qualification (or equivalent)	<ul style="list-style-type: none">• relevant qualification in IT applications
Experience of	<ul style="list-style-type: none">• demonstrable experience of working within a primary school or academy• demonstrable experience of supporting teaching and learning in KS1	<ul style="list-style-type: none">• demonstrable experience of being an effective HTA in a primary school/academy environment• experience of supporting pupils for whom English is an additional language• proven ability to work effectively with a range of stakeholders
Safeguarding	<ul style="list-style-type: none">• displays commitment to the protection and safeguarding of children and young people• will co-operate and work with relevant agencies to protect children	<ul style="list-style-type: none">• holds training and qualification for 'designated child protection'• has up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people

04. Person Specification

	Essential	Desirable
Vision and Strategy	<ul style="list-style-type: none"> • vision aligned with the academies' high aspirations and high expectations of self and others • articulate the vision and mission of the academy • commitment to continuous improvement, both personal and organisational • demonstrable positive commitment to equality and diversity 	
Teaching and Learning	<ul style="list-style-type: none"> • An understanding of the different roles played by different adults in children's education • Working knowledge of national curriculum and other relevant learning programmes • Understanding of the principles of child development and learning processes and in particular, barriers to learning 	<ul style="list-style-type: none"> • Working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Personal Qualities	<ul style="list-style-type: none"> • highly approachable, very grounded and makes sensible judgements • relishes accountability and takes personal responsibility for their own actions • excellent critical thinking skills • able to build trust and mutual respect between pupils, families and staff • strong interpersonal, written and oral communication skills 	<ul style="list-style-type: none"> • significant personal presence, inspires confidence with a wide range of audiences • has intellectual curiosity and rigor



05. How to apply

Caldmore Primary Academy,
Walsall, West Midlands

Salary:

£18,413 to £22,146 (per annum)

Closing date:

4th September 2017 – 12:00

Interviews:

TBC

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy by emailing Amy Bills (abills@caldmore.atrust.org.uk).

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

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Suite 413
Jewellery Business Centre
95 Spencer Street
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Visit:

academytransformationtrust.co.uk

Call:

0121 794 7275

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