



SEAHAM HIGH SCHOOL



HLTA

APPLICATION INFORMATION PACK



EDEN
LEARNING TRUST

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SCHOOL INFORMATION

Seaham High School is a popular and oversubscribed purpose built, fully comprehensive school of around 1150 students. Numbers have increased rapidly and are above expectations due to the growing popularity of the school. Virtually all our students come from the town of Seaham, which is a developing community as a result of local regeneration projects. The town is surrounded by beautiful countryside and is only 14 miles from the city of Durham. You can take a virtual tour of the school on our website.

We converted to become an Academy and joined the Eden Learning Trust on September 1st 2020.

When the school was inspected in 2023, inspectors judged the school to be good in all area. Ofsted made the following comments:

- "This school is a place where pupils can be themselves and where tolerance and respect are understood by the pupils who attend"
- "There are strong relationships between staff and pupils"
- "The vast majority of staff feel well supported by leaders and recognise the steps that leaders have taken to prioritise their well-being"
- "Leaders at all levels have a clear vision and an understanding of the school's strengths and areas for development"

We have a high quality and bespoke professional development programme. We value our staff and provide training to all at a personal level. Staff turnover is traditionally low.

For our students at Seaham, we aim to promote the highest standards of attainment both inside and outside the curriculum; and from our students we expect equally high standards of behaviour, dress, courtesy, and a firm commitment to their studies and to the wider life of the school. We value all our students and are inclusive in our approach, thus we have a wide range of types of support being given to children throughout their subject lessons as well as through our Personal, Social, Health and Citizenship curriculum.

As a school we place great emphasis on developing the self-confidence, skills and values that will enable our students to make a positive contribution to our constantly changing 21st Century world. We are a learning community that aims to equip our students with an approach to learning and knowledge which ensures that they are fully prepared to progress to further or higher education and to an increasingly demanding workplace. Pastoral arrangements see our students in Year Groups led by a Year Leader. Seaham High School moved into its new build in September 2016. It is a state of the art building for delivering education in the 21st Century. Students and staff appreciate the first rate facilities which support the high quality education which is accessible to all.



SAFER RECRUITMENT STATEMENT

Seaham High School are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment.

Applicants are advised:

- When applying you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored.
- All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
- Seaham High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those, which have expired
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Disclosure and Barring Service (DBS) to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position i.e. classified as working with children (Criminal Justice and Court Services Act 2000)
- Confirmation of your identity will be undertaken through the production of a passport/driving license/birth, marriage or divorce certificates and educational/professional qualifications will be verified.
- Seaham High School will only offer appointments if the above checks are satisfactory and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure that applicants have a full understanding of the requirements of the job and its difficulties and our young people may be involved in the selection process.
- As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview
- A probationary period of six months is standard practice for all new support staff appointments to Local Government.



SAFER RECRUITMENT PRE-EMPLOYMENT CHECKS

At Seaham High School safeguarding children is our number one priority and all interview panels will include a member of staff trained in Safer Recruitment. Safeguarding is the responsibility of everyone at Seaham High School and we have a number of mechanisms in school for students and staff to identify their concerns.

Applicants are advised that:

As part of the recruitment process all positions will be subject to pre-employment checks which will include:

- Application form including a thorough review of employment history
- Identity confirmation checks informed by ID checking guidelines (DBS)
- Formal Interview
- Enhanced DBS
- Barring list checks
- Right to work in UK
- References – all references will be sought prior to interview as a matter of course
- Referee – confirmation of identity of candidate and referee. Confirmation of any ambiguities within references
- Disqualification for Caring for Children
- Occupational Health Screening (if applicable)
- Confirmation of identity check
- Confirmation of reference integrity by telephone
- Criminal records checks for overseas applicants (where applicable)
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant worked. (where applicable)
- The interview process will also include safeguarding elements.

Our safeguarding processes are reviewed regularly in line with the most recent Keeping Children Safe in Education guidance (KCSIE).

- Please see our Child Protection within Safeguarding Policy within the Policies section
- Please see our Recruitment and Selection Policy within the Policies section
- Please see our Private Notice – Job Applicants within the Contact Us section



JOB ADVERT

Post Title: HLTA (Literacy)
Grade 7 – SCP 15-22
Salary - £ 25,878 - £29,439 Pro Rata
(Actual Salary - £23,389 - £26,608)
Hours - 37 hours per week - Permanent
Contract Type - Term Time plus 10 days
Required as soon as possible

We are seeking to appoint an enthusiastic, caring and committed HLTA to complement and support our teachers in the teaching of both 1:1 and small groups of students to improve their reading and literacy skills.

Seaham High School (part of Eden Learning Trust), is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). As part of the due diligence, an online search will be carried out on shortlisted candidates and may be explored further with any applicant at the interview.

Seaham High School is an equal opportunity employer and welcomes applications irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Deadline:

The closing date for application is noon on Friday 24th November 2023.

How to apply:

Application Information Pack and Application Forms are available from the school's website:

<https://www.seahamhighschool.com/> or contact the school at hr@seahamhighschool.com

Completed applications should also be returned to hr@seahamhighschool.com

Please note that we are unable to accept CVs and only fully completed school application forms will be considered. Due to high volumes of applicants, we regret we will only contact those that have been shortlisted.



JOB DESCRIPTION

Post Title: Higher Level Teaching Assistant (HLTA)
Reporting to: Lead Practitioner for Reading and Literacy
Grade: Grade 7 - SCP 15-22
Salary: £ 25,878 - £29,439 Pro Rata
Hours: 37 hours per week

Core Purpose:

To complement and support Class Teachers in the teaching of both 1:1 and small groups of students to improve their reading and literacy skills.

Responsibilities for all support staff:

- Promote the values and aims of the School and Multi Academy Trust
- Follow all relevant school policies and expectations as outlined in the school handbook
- To be aware of, and assume the appropriate level of responsibility, for safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies.
- Create and maintain effective partnerships with parents and carers.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect

Specific responsibilities of this role:

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Oversee the School Library to help promote reading and literacy across the curriculum.
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide short- term cover supervision of classes
- Manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Invigilate exams and tests
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.



JOB DESCRIPTION CONTINUED

Professional Development:

- To take responsibility for personal professional development
- To take part, as appropriate, in the school's professional development programme
- To engage actively in the Performance Management Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others
- Undertake Child Protection training as required.

General:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others. Any other duties of a similar nature related to the post, which may be required from time to time. That the post holder will be required to comply with all School/Trust policies.

Induction:

All new staff will receive an induction as part of the induction process to help new employees become effective in their role and to find their way within the school.

Confidentiality:

All member of staff should not divulge any personal and/or confidential information to which they may have access to during the course of their work.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
APPLICATION	<ul style="list-style-type: none">Fully completed application formFully supported in 2 references		<ul style="list-style-type: none">Application FormReferences
QUALIFICATIONS/ ATTAINMENTS	<ul style="list-style-type: none">HLTA qualified or English Degree		<ul style="list-style-type: none">Application Form
EXPERIENCE	<ul style="list-style-type: none">Experience of working with children as individuals or in groups.Be a creative, enthusiastic and skilled practitionerEvidence of recent and appropriate professional developmentCommitment to creating and maintaining close partnerships with staff, parents, providers (internal and external) and the wider communityPractical knowledge of policies and procedures relevant to child protection and health and safetyCommitment to raising standards of all students	<ul style="list-style-type: none">Recent experience of working as an HLTA within a Secondary School	<ul style="list-style-type: none">Application FormReferencesInterview



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	ASSESSED CRITERIA
SKILLS/KNOWLEDGE	<ul style="list-style-type: none">• High level interpersonal and communication skills• Ability to motivate and inspire our students• Evidence of numeracy and literacy skills• Good organisational skills• Appreciation for the role of teachers• Aware of the needs of confidentiality	<ul style="list-style-type: none">• Broad knowledge of recent children's literature• Experience of delivering literacy development programmes	<ul style="list-style-type: none">• Application Form• References• Interview
PERSONAL QUALITIES	<ul style="list-style-type: none">• Calm and positive approach• Sense of humour• Willingness to learn• Flexible and approachable• Ability to be discreet in relation to confidentiality• Embraces change• Motivation to work with children• Excellent time-keeping• Self-motivated• Positive working relationships with colleagues• Resilient		<ul style="list-style-type: none">• Application Form• References• Interview



OUR WELLBEING COMMITMENT

We are committed to providing a working environment and management practices to ensure that all staff are fully supported and encouraged to develop both personally and professionally.

We recognise that staff wellbeing is important not only to the individual member of staff but to student achievement and the school's performance. We promote good health and wellbeing so that each individual is able to cope successfully with the demands in their lives, whatever the cause of stress. The purpose of staff wellbeing is to maintain a school ethos which supports staff health and wellbeing by making sure that all employees are treated fairly and consistently.

Staff Wellbeing

We recognise that there can be considerable challenges and extra burdens for staff and as a school we also try to promote staff wellbeing with:

- Private Healthcare Wellbeing Package
- Staff Voice – staff/wellbeing surveys
- Free flu jab
- Free eye test
- Free access to gym equipment
- CPD/CPD Days/Twilight
- Rearrangement of meetings/deadlines as necessary
- Weekly staff briefings
- Clear communication systems and protocols
- Wellbeing Governor
- Sharing decisions and timelines for changes
- Carry out staff exit interviews
- Manage staff performance and capability
- Absence Management and Return to Work Interviews
- Carry out risk assessments for work-related stress
- Mental Wellbeing Questionnaire
- Workrooms and facilities
- Promoting a work/life balance
- Generous PPA time
- Occupational Health referrals
- Leave of Absences
- Increase in admin staff to support staff workforce



Telephone: (0191) 516 1600

email: office@seahamhighschool.com

www.seahamhighschool.com



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