

HEXTHORPE PRIMARY ACADEMY



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Higher Level Teaching Assistant

CANDIDATE PACK



Open Letter from our Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

Care about children and enhancing their academic and social experiences

Are highly motivated and enthusiastic

Are creative and innovative and effective communicator

Are committed to your own professional learning

Can demonstrate high standards in yourself and your work and expect high standards from others

Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life

Are committed to your own professional learning and are reflective in your practice

Are aspirational for yourself and the academy

We can offer you:

Enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children

Commitment to your continuing professional learning and career development

Well-resourced working environment

Hardworking team who are committed to promoting high achievement across the curriculum and school

Good humoured, industrious, highly skilled and enthusiastic staff team

Supportive and effective leadership Looking forward to hearing from you!

Jeni Harrison

Principal at Hexthorpe Primary Academy



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Local Government Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:

Higher Level Teaching Assistant

SALARY RANGE:

£27,803 - £29,777

ACTUAL SALARY IF PRO RATA:

£20,352 - £21,797

CONTRACT TYPE:

Permanent

WORKING PATTERN:

39 weeks

31.25 hours a week



Role Description

Purpose

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

Main Duties and Responsibilities

Supporting the Pupil:

- To plan, deliver and implement work programmes to individuals, groups and classes of pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage pupils to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To provide feedback to pupils in relation to progress and achievement.

language and cultural backgrounds

Supporting the Curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds

Supporting Teaching and Learning:

- To cover for teacher's PPA time, including lesson planning (subject determined by SLT), delivery and marking ensuring accurate recording of achievements and progress.
- To undertake short-term cover in the absence of the teacher.
- When not covering PPA or delivering interventions to work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
- To assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (Individual support plans).
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupils to the teacher.
- To assist in maximising the use of ICT in the learning process under the direction of the classteacher.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support and guide colleagues to select the most appropriate learning methods and resources to meet the needs of the learners.

Role Description

Main Duties and Responsibilities continued.

Supporting the School

- To be aware of, and comply with all school policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection etc. Report all concerns to an appropriate person.
- To contribute to the overall vision/ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To contribute to reviews of pupils' progress, as appropriate.
- To attend all relevant in-service training.
- To undertake out of school learning activities as required e.g. school visits, swimming lessons etc.
- To carry out break duty supervision in accordance with the rota.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To carry out any other tasks as reasonably directed by the Principal.



Person Specification

Experience

- Previous successful experience in a primary school setting
- Experience in relevant type of school/academy
- Evidence of contributing to extra-curricular activities (desirable)

Education and Qualification

- HLTA status or equivalent, or working towards
- Level 3 NVQ qualifications or equivalent
- GCSE grade C or above in maths and English
- An understanding of the educational development of pupils
- Knowledge of the primary curriculum
- Understanding and experience of assessment systems
- A clear understanding of supporting learning in the classroom
- Degree (desirable).

Skills and Knowledge

- Ability to demonstrate effective behaviour management strategies
- An understanding of the educational development of pupils
- Knowledge of the primary curriculum
- Willingness and ability to pursue professional learning/ qualifications for the post
- A commitment to inclusion and pupil wellbeing
- High expectations of self and others with a Professional demeanour
- Ability to relate well to children and adults
- Effective interpersonal skills
- Effective organisational skills
- Calm, positive and ability to work under pressure
- Confidence and commitment
- A willingness to multi task

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

Here at Astrea Academy Trust we know that diversity fosters creativity and innovation. We are committed to developing and retaining a workforce that is representative of the diverse communities that we serve. We are committed to equality of opportunity, to being fair and inclusive and building our culture of belonging. We therefore particularly encourage applications from candidates who are likely to be underrepresented in Astrea's workforce. These include people from Black, Asian and minority ethnic backgrounds, disabled people, LGBTQI+people, and men.