

# GREENGATE LANE ACADEMY



Astrea Academy Trust  
INSPIRING BEYOND MEASURE

**HIGHER LEVEL TEACHING ASSISTANT (PERMANENT)**

**CANDIDATE PACK**



# Open Letter from our Principal

**Dear Candidate,**

Greengate Lane Academy is in the North of Sheffield in the High Green area of the city. We are a one form entry school and have 230 children on roll, ranging from three to eleven years. We are very proud of our children and their achievements which are based on aspiration and high expectations among all the staff, children and parents who work together to provide the best possible experiences and education.

We are a community-focussed academy that provides our pupils with the best possible start in life, and helps them acquire the skills, knowledge and ambition to be effective members of a changing society. To do this we work hard to develop not just their academic ability, but the skills and outlook required to be successful life-long learners.

We value collaboration and support with and from a number of sources. We work with the trust and other agencies to seek out best practice, based on research and to make it relevant to our school. We value staff development as a major keystone to enable the school to improve and progress. In short, we work hard and value the work we do. We know it makes a difference to our children and the community we serve.

As a prospective member of staff at Greengate Lane we hope that you feel you have something to bring to the school which will enhance our work and in return we will be able to support you in the next stage of your career.

You are welcome to visit the school, ask questions or discuss any aspect of our work.

**Kara Robinson**

**Principal at Greengate Lane 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 South Yorkshire 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

## REPORTING TO:

Assistant Principal

## SALARY RANGE:

SCP 15 – 19

£27,803 - £29,777 - FTE

£23990.78 - £25694.12 - Actual

## CONTRACT TYPE:

Permanent

## WORKING PATTERN:

Full time – 37 hours per week

39 weeks per year – 38 weeks term time and 5 INSET days





# Role Description

## Purpose

To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants.

- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned Teacher is not present.
- Under an agreed system of direction and supervision carry out timetabled PPA cover for Teachers.
- To use behaviour management strategies in line with the schools' policy and procedures, which contribute to a purposeful learning environment.
- To be responsible for the allocation of duties and the training of other Teaching Assistants.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Main Duties and Responsibilities

### Supporting Pupils

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To deliver and support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes to contribute to setting individual education plan (IEHCP) targets and to reviews.
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the curriculum and national strategies.
- To undertake monitoring and assessment of pupils' work.
- To provide feedback to pupils in relation to their progress and achievement.

### Supporting Staff

- To be involved in display work around the school and to direct others as necessary.
- To monitor and evaluate pupils' responses to learning activities and note their progress towards targets.
- To advance learning when working with individuals, small groups and whole classes without the presence of the assigned Teacher.
- Support the evaluation of pupils' progress using a range of assessment techniques.
- To contribute effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupils' progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.

### Support for the Curriculum and the school

- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- To attend relevant meetings and participate in training and development opportunities as appropriate.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- Commitment to the safeguarding and welfare of children and young people
- To adhere to the school health and safety policy including risk assessment and safety systems.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs

# Role Description

## Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the academy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues
- Communicate effectively with parents, carers and external agencies with regard to pupils' achievements and well-being.

## Personal and Professional Conduct

- Demonstrates a high standard of personal and professional conduct and uphold public trust in the profession by maintaining a high standard of ethics and behaviour in and outside of the academy in line with the academy's policy
- Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality
- Understands and acts within the statutory frameworks which set out professional duties and responsibilities.

## Values

- Makes the education of pupils within the academy the main purpose of the role of the Higher Level Teacher Assistant
- Accepts accountability for achieving the highest possible standards in their own work and conduct and to be able to be self-critical and reflective
- Acts with honesty and integrity at all times
- Is able to forge positive professional relationships.

## Safeguarding/Child Protection

- Understands, accepts and follows the academy's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults
- To report matters of concern in line with the academy procedure.



# Person Specification

## Experience

- Experience of working with relevant age group within a learning environment.
- Experience of working with children with additional learning needs.

## Skills and Knowledge

- Able to work collaboratively and cooperatively with colleagues
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to work well as part of a team.
- An understanding of classroom roles and responsibilities.
- Ability to relate well to children and adults to build and maintain effective relationships.
- Good working knowledge of national curriculum.
- An ability to understand the principles of child development and learning processes and in particular barriers to learning
- Good understanding of child development and learning processes and able to observe, monitor and provide constructive feedback on pupils progress.
- Ability to plan effective actions for pupils at risk of underachieving
- Ability to provide necessary personal care to children
- Ability to use ICT effectively to support learning
- High degree of drive, resilience and enthusiasm
- Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Education and Qualification

- HLTA status or equivalent qualification or experience.
- Excellent level of literacy and numeracy skills or qualifications to NVQ level 2 English and Maths.

**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.*

