



## Higher Level Teaching Assistant (HLTA) Application Pack



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# Letter from Cathie Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

CEO



# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The role

We are looking for an inspiring Higher Level Teaching Assistant (HLTA) to join our team as soon as possible.

If you can answer yes to these questions then we think you should read on!

- Do your values align with ours, 'Aspiration, Enjoyment, Responsibility and Resilience'?
- Do you hold the necessary HLTA certified qualification?
- Do you firmly believe that all children should be nurtured, happy, cared for and know that you are fighting for them?
- Do you want to work in a school where you can make a difference?

We have a great team with effective systems in place.

## **The ideal candidate will:**

- Have high expectations and believe every child can achieve
- Make learning irresistible, effective and inclusive
- Be excited about ongoing professional development, being a lifelong learner
- Actively contribute to the wider life of the school
- Have excellent interpersonal skills and be able to work well as part of a team

## **For successful candidates we can offer:**

- Amazing children who want to be the best versions of themselves
- A dedicated, motivated staff
- A leadership team who works with the staff and listens to feedback
- An active school community with supportive families
- A commitment to bespoke professional development based on EEF research
- Feedback to ensure growth
- A vibrant and welcoming learning environment
- Excellent training at all levels through the school and REAch2 Academy Trust
- A recently judged 'good' rated ofsted school

We take great pride in making sure we give our children a broad and balanced education and help prepare them for life at (and after) primary school. It is our aim that pupils will be well equipped when they leave to be able to go on to make positive contributions and lead happy lives. We set high expectations for learning, behaviour and respect for each other and this underpins everything we do. Our talented staff strives to create successful learners, confident individuals and responsible citizens and it is this aim that motivates us every day. Judged to be a Good school by OFSTED in March 2023, our vision is for The Globe to continue be a school where 'everyone matters and every day counts'. We provide an impressive, innovative education ensuring that every pupil has the opportunity to fulfil their maximum potential. Our curriculum is built upon a strong academic core and delivered through creative and engaging teaching.

### **Our Vision and Values as a school**

Our vision is that our pupils will leave school prepared, knowledgeable, confident and motivated for life's journey.

At The Globe Primary Academy, we strive hard to achieve our vision by combining high moral and social values with good basic skills in English language, maths, sciences and the arts. We value the fact that education comes about through partnerships with our parents, pupils and the wider community.

In order to help achieve our vision and to guide all members of our school community to work together we have four school values. We use the values help to guide us in all that we do.

Our values are represented by mosaics in the Large Hall and are reinforced throughout the school in lessons and in assemblies and are:

- Aspiration
- Enjoyment
- Responsibility
- Resilience

We have chosen these values as we think that they help to deepen children's positive values and in doing so, help them consider the implications of their choices in relation to themselves, the communities of which they are a part and the wider world. We hope that they will also ensure that they aspire to be the very best that they can be, developing resilience and the ability to persevere even when the going gets a bit tougher.

We know how vital working in partnership with parents and carers really is, in order for children to find school a positive and rewarding experience. We strongly believe achievement and enjoyment go hand in hand to ensure each child's excellent progress. We hope you will support our high expectations in all areas, especially in behaviour and achievement whether academic, sporting or in the arts. We believe that children learn best when they are motivated, happy and interested so we are committed to providing a creative curriculum which meets the needs of every individual. A curriculum that is rich and diverse but also balanced and relevant. We believe in providing challenge and have high expectations for all our learners. We aim to create an environment where children's efforts are valued and where everyone has a chance to shine.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [The Globe Primary Academy](#)

As a member of the REAch2 Trust, a national family of primary academies, The Globe Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. The Globe Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Yvonne Kidd, Headteacher** via [MyNewTerm](#)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or tour with a member of SLT please contact Mrs Piccolo on 01903 854970 to arrange a time.

## The application process and timetable

<b>Application deadline:</b>	Friday 12 <sup>th</sup> July 2024
<b>Interviews:</b>	Thursday 18 <sup>th</sup> July 2024
<b>Contract details:</b>	Permanent – 31.25 hours per week, term time only plus inset days
<b>Salary:</b>	NJC SCP 20 – FTE £30,296
<b>Start date:</b>	1 <sup>st</sup> September 2024

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.



# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

# Job Description

**Post:** Higher Level Teaching Assistant (HLTA)

**Responsible to:** Class Teacher/Phase Leader/Headteacher

## Core Purpose

To be responsible for delivering the teaching and learning curriculum to a whole class.

To cover full classes in the absence of teaching colleagues and to cover PPA or ECT time.

To be responsible for recording and reporting on development progress and attainment in the lessons you teach.

To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## Responsibilities

- Strategic direction and development of National Curriculum provision in the school with the support of, and under the direction of the Head and Assistant Headteacher(s) to:
- Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;
- Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class;
- Consider the views of both pupils and parents/carers and to respond appropriately

## Teaching and Learning:

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National (including Foundation Stage)

Curriculum and provides a professional model, clearly demonstrating effective teaching, and high standards of achievement, behaviour and discipline;

- Support the identification of, and provision for pupils with additional educational needs;
- Regularly monitor progress of pupils within their class which is then reflected in teaching evaluations,
- Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements;
- Ensure setting of realistic and challenging expectations for pupils in their class
- Liaise effectively with staff to ensure the successful transition of pupils through the school
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;

#### **Relationships with Staff:**

- Achieve constructive working relationships with all staff
- Direct, organise and manage the work of support staff within the classroom,
- Provide regular information to senior staff on class progress;

#### **Effective deployment of staff and resources:**

- Monitor their effectiveness in meeting the class objectives;

#### **General Duties:**

- Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- Take on any additional responsibilities which might, from time to time, be determined.

#### **Other requirements:**

- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure with barred list.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

# Person Specification

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications and experience</b>		
Level 2 qualification in English/Literacy	*	
Level 2 qualification in Maths/Numeracy	*	
Higher Level Teaching Assistant Qualification	*	*
Level 3 qualification in English/Literacy		*
Level 3 qualification in Maths/Numeracy		*
Qualified Teacher Status		*
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Evidence of excellent classroom practice with the ability to create a class atmosphere that is achievement orientated and to inject pace into a lesson, using strategies that build children's self-esteem.	*	
Experience of teaching year groups within Foundation Stage/Key Stage 1/Key Stage 2	*	
Evidence of the ability to raise standard significantly in own classroom and throughout the school.	*	
<b>Skills , abilities and personal attributes</b>		
Ability to provide a high quality, well differentiated education and expect high standards from all children.	*	
Ability to contribute effectively to support team work.	*	
Ability to communicate and work effectively with parents/carers and external agencies in partnership.	*	
Enthusiasm for teaching, a positive philosophy and outlook, coupled with a good sense of humour.	*	
The willingness and ability to move between key stages FS/KS1/KS2 if required.	*	

Full knowledge and understanding of the Foundation Stage Curriculum Guidance, National Curriculum and the National Primary Strategy.		*
ICT skills for both personal and classroom use.		*
Ability to communicate well, be an effective whole school team member.	*	
Highly organised, with the ability to work on own initiative.	*	
Ability to ensure that policy and procedures are carried out correctly and effectively.	*	
Ability to self-evaluate learning needs and actively seek learning activities.	*	
Understanding of the need at all times for confidentiality and discretion.	*	
Ability to engage in professional dialogue about the curriculum, school organisation, procedures and policies.	*	
Commitment to promote and support the aims of REAch2	*	

All staff are expected to understand and be committed and to contribute to Trust's commitment to Equal Opportunities for all.