



**Woodland  
Academy Trust**

*Ignite the spark, reveal the champion*

# Higher Level Teaching Assistant Applicant Information Pack



**Knockhall  
Primary School**

## Welcome from the CEO

Dear Applicant,

Thank you for expressing an interest in this role at Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



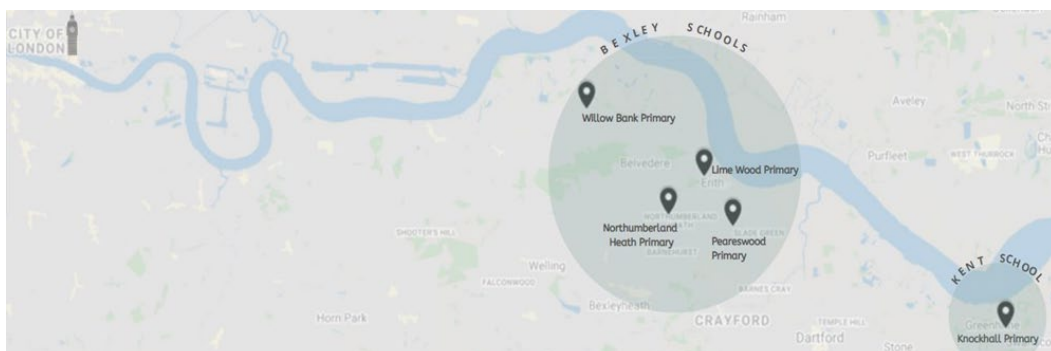
## About our Trust

The Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; *ignite the spark, reveal the champion*. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



Discover more about the Woodland Academy Trust by watching our video [here](#)



## Welcome from the Headteacher

At Knockhall Primary School, we believe in fostering a community where kindness is at the core of everything we do. Our school is not just a place for academic growth; it is a place where we nurture compassion, empathy, and understanding. We are committed to creating an environment where every individual feels valued and respected.

Inclusion is a cornerstone of our educational philosophy. We celebrate the uniqueness of each student, recognising that our differences make us stronger as a community. Here, diversity is not just accepted; it is embraced. We strive to create a learning space where everyone feels seen, heard, and appreciated.

Our school is more than just a building; it is a community of learners, educators, and families working together towards a common goal – the success and well-being of our students. As we embark on this academic journey together, let us build bonds that go beyond the classroom. Let us create a sense of belonging that extends to every corner of our school.

I invite you to join us in cultivating a culture of kindness, promoting inclusion, and building a strong sense of community. Together, we can make Knockhall Primary School a place where everyone feels welcome, supported, and inspired to reach their full potential.



Miss Yiannadji, Headteacher

## About Our School

Knockhall Primary School is a two-form entry school situated at the heart of the community in Greenhithe, Kent.

It has recently had a brand-new build for the Early Years and Foundation stage children in addition to a recent extension for key stage 2.

We want to capture the minds of our learners by creating an inspirational curriculum that adults enjoy delivering. We always strive to improve on our outcomes to ensure our children get the very best from their time with us. More than anything however, we do this as peers, supporting each other along the way with a focus on our core purpose.

We are committed to our school values which are:

**Teamwork**-We work together as a team to help each other to achieve our goals by sharing ideas and helping one another.

*Ignite the spark, reveal the champion*

**Respect-** We are kind and polite to everyone, listening to others, and treating each other the way we want to be treated.

**Honesty-** We always tell the truth and are truthful in what we say and do.

**Pride-** We accomplish great things and the efforts we make in school help us to feel happy.

Embedding these values into everything we do enables our pupils to go on and have successful life experiences.

Discover more about us by watching our video! [Click here- Welcome to Knockhall Primary.](#)

## Knockhall Primary School



[www.knockhallprimaryschool.co.uk](http://www.knockhallprimaryschool.co.uk)

Knockhall Primary School,  
Eynsford Road,  
Greenhithe,  
DA9 9RF

01322 382053

## The Vacancy

**Job title:** Higher-Level Teaching Assistant

**Status:** 1 Year, Fixed Term

**Hours:** 32.5 hours per week

**Working weeks per year:** 38 weeks per year

**Grade:** Kent Range 7 (£26,515-£28,850)

**Pro rata:** £19,869 - £21,619

**Post Start Date:** 1<sup>st</sup> September 2024

**Post End Date:** 22<sup>nd</sup> July 2025

**Closing Date for Applications:** 7<sup>th</sup> July 2024

We are looking for highly motivated, resilient and dedicated individuals to join our school as a Higher-Level Teaching Assistant (HLTA). We have high aspirations for all of our young people and offer a broad and challenging curriculum with a pupil-centred philosophy at its core.

*Ignite the spark, reveal the champion*

Your main role will be to:

- Under the supervision of the teaching team, deliver exciting and engaging lessons for classes to cover absence for class teachers
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

What you will need to succeed:

- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.
- Excellent Numeracy/Literacy skills equivalent to NVQ Level 2 in English and Maths.
- Training in relevant learning strategies e.g., literacy.
- A proven ability to work in a team and on your own initiative
- A high level of communication skills and the ability to relate positively to children and adults
- The ability to use relevant technology/equipment.
- Commitment to the happiness, well-being, self-esteem and progress of everyone at the school.

### **Applications**

Please apply by visiting our school website vacancies page at: [Knockhall Primary School Vacancies](#)

Or if you would prefer to complete a word application form, please contact the school via email at: **[sbmkhp@watschools.org.uk](mailto:sbmkhp@watschools.org.uk)**

**Application Deadline: SUNDAY 7<sup>TH</sup> JULY 2024**

**Interviews: ASAP**

Visits to the school are welcomed and can be organised by contacting the school at [sbmkhp@watschools.org.uk](mailto:sbmkhp@watschools.org.uk)

For more information about our school please visit: [Knockhall Primary School website](#)

**Diversity & Inclusion**

*Ignite the spark, reveal the champion*

Woodland Academy Trust values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed. We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to ignite the spark and reveal the champion. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.



**Knockhall Primary**

**Teamwork   Respect   Honesty   Pride**

*Ignite the spark, reveal the champion*

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Higher Level Teaching Assistant (HLTA)
<b>RESPONSIBLE TO</b>	Deputy Headteacher
<b>SALARY</b>	Kent Range 7 - £19,869-£21,619 Pro rata
<b>HOURS</b>	32.5 hours per week
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>• To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>• To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>• To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.</li> <li>• To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.</li> <li>• Under an agreed system of direction and supervision carry out timetabled PPA cover for Class Teachers.</li> <li>• To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.</li> <li>• To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.</li> <li>• To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.</li> <li>• To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.</li> <li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> </ul>

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Complement the teaching teams in ensuring pupils' continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships.</li> <li>• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.</li> <li>• Monitor and evaluate pupils' responses to learning activities through observation and planned recording of activities so that pupils receive the maximum benefit from their education.</li> <li>• Produce lesson plans, worksheets etc., organise and manage learning environment and resources, advising on the appropriate deployment and use of specialist aid/resources and equipment.</li> <li>• Deliver pre-planned lessons to whole classes/ groups and provide support when cover is required.</li> </ul>
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- Plan teaching and learning objectives, evaluate and adjust such plans to foster attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Assist with the induction, training and mentoring of other teaching assistants.
- Support pupils consistently whilst recognising and responding to their individual needs ensuring their safety and encourage pupils to interact with others and to engage in activities. Supervise and assist with any toileting and medical needs as required.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.
- Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Acting as role model and setting high expectations.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS1/KS2, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Within an agreed system of supervision, plan and deliver challenging teaching and learning objectives to pupils, evaluating and adjusting/lessons/work plans as appropriate and according to pupil resources/needs.
- Record progress on pupil achievement in lessons/activities systematically ensuring the availability of appropriate evidence. Provide objective and accurate feedback, evidence and reports on the range and level of progress and attainment.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Supporting the role of parents/carers in pupils' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
- Work within an established discipline policy to anticipate and manage behaviour constructively. Promoting self-control and independence.
- Administer and assess/mark tests and invigilate exams/tests.
- 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 into account pupils' interest and language and cultural backgrounds.
- To be involved in display work around the school and to direct others as necessary.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support the difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

	<ul style="list-style-type: none"> <li>• Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.</li> <li>• Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.</li> <li>• Deliver out of school learning activities within guidelines established by the school.</li> <li>• Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.</li> <li>• Liaise between managers/teaching staff and teaching assistants.</li> <li>• Represent teaching assistants at teaching staff/management/other appropriate meetings.</li> </ul>
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>• Excellent Numeracy/Literacy skills equivalent to NVQ Level 2 in English and Maths.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Specialise skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age in a learning environment.</li> </ul>	

<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Use of ICT effectively to support learning.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Ability to organise, lead and motivate a team.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Knowledge and understanding of Safeguarding and its importance when working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of statutory frameworks relating to teaching.</li> </ul>
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• The Woodland Academy Trust is committed to having a workforce that reflects the community it serves, and which offers all sections of the community opportunities to be employed and develop their careers.</li> <li>• The candidate should be able to demonstrate an understanding of this.</li> </ul>	

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