



LEARNING
ACADEMIES TRUST

**HIGHER LEVEL
TEACHING ASSISTANT
RECRUITMENT PACK**

HOOE PRIMARY ACADEMY

BELIEVE YOU CAN, TOGETHER WE WILL

www.learningat.uk 01752 914160 @ hr@learningat.uk

About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust's mission is:

Together we will... work with our children, families, and communities to provide exceptional learning opportunities for all our children

All of our schools are committed to the following values:

Aspiration Excellence Collaboration Inclusivity Kindness Respect



We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 18 Primary Schools across the city of Plymouth and delivers exceptional education to approximately 5000 children and employs over 900 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website www.learningat.uk

A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk hr@learningat.uk

About Hooe Primary Academy

Headteacher: Mrs Kate Lewin

Location: 40 Hooe Road, Hooe, Plymouth, PL9 9RG

Approximate number of students: 215

Approximate number of staff: 35



Message from the Headteacher

Hooe Primary Academy is a single form entry school serving families from Hooe, Turnchapel, Mount Batten and the wider Plymstock communities.

We are very proud of everything our school has to offer and we continue to work hard to be a central point in the local community with the children at the heart of everything.

We have a strong reputation for high academic achievement and standards of behaviour, which is well supported by our families. There is a very positive feel within the school as we strive to be happy, passionate and ambitious in everything we do.

We believe that our pupils should clearly understand their responsibility for their own learning so that they value their education and the opportunities, excitement and joy that learning provides. In return, we offer a dedicated team of staff who work hard to provide a broad range of opportunities and experiences within a safe, stimulating and friendly learning environment. We greatly value and actively promote the partnership between home and school because we understand that it is only through joint support that every child will reach their full potential.

We have a well-maintained school building and fantastic grounds, which include an environmental area, outside classroom, sports field and adventure play areas. We are incredibly fortunate with the location of the school enabling a range of wider opportunities for our pupils such as bell boating on Hooe Lake, walks in Radford Woods and painting seascapes at Jennycliff.

We believe that Hooe Primary offers a distinctive and special educational experience, which we are very proud of. We hope that further investigation of our website will reflect this, but we also know that this is best experienced first-hand. We strongly encourage visits during the school day so you can see us in action and meet our fantastic pupils.

Kate Lewin, Headteacher

Higher Level Teaching Assistant Job Description

Job Title	Higher Level Teaching Assistant
Location	Hooe Primary Academy
Responsible to	Headteacher
Job Type	Temporary (until 31 st August 2025)
Salary FTE	Grade E £29,093.00 – £31,586.00 (Depending on experience)
Actual Annual Salary	£20,278.00 - £22,015.00
Hours/weeks	30 hours per week/ 39 weeks per year
Closing Date	9am, 20 th January 2025
Interview Date	Friday 24 th January 2025
Start Date	As soon as possible

Job Summary

To work with teachers to plan, organise and support teaching and learning activities for classes. To complete specified work for a whole class, individuals and groups under the direction and supervision of a qualified teacher.

Responsible for the management of Teaching Assistants and other classroom support staff across the school and the development of specialist areas as directed by the Headteacher.

Key Roles and Responsibilities

- Working in partnership with teachers to deliver learning activities to whole classes during the teacher's PPA time
- Provide short term cover for training and other absence
- Using initiative to assess and evaluate pupils' needs and leading the delivery of learning activities
- Taking responsibility for planning challenging learning objectives
- Lead on bespoke interventions
- Potentially support within our nurture provision
- Support children with SEND and SEMH
- Selecting and preparing appropriate resources to lead learning activities. Work with individuals and groups, under the direction of the teacher, to support learning
- Contribute to planning and evaluation of lessons within a framework set by the teacher
- Support teachers to assess student needs and progress, and use detailed knowledge and specialist skills to support learning and promote independence
- Liaise with staff and other relevant professionals and provide information about students as appropriate
- Contribute to the development and implementation of individual plans for pupils and attend and contribute to reviews
- Support children's transition
- Support the role of parents/carers in students' learning and contribute to meetings
- Line-manage designated support staff
- For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training

Additional Information

- The post holder is required to uphold and promote the school’s policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust’s responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.

Person Specification

Job Title	Higher Level Teaching Assistant
Location	Hooe Primary Academy
Grade	Grade E (£29,093.00 – £31,586.00 DOE)

Attributes	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • GCSE English & Maths Grade C or above • Hold an NVQ3 or equivalent experience • Able to evidence a willingness to take part in professional development opportunities 	<ul style="list-style-type: none"> • A - Level or above e.g. Degree level qualifications to compliment the educational based role • QTS or the desire to achieve this
Experience and knowledge	<ul style="list-style-type: none"> • Experience of working within a Primary School • Experience across KS1 and KS2 • Experience working with children with SEMH • Good literacy and numeracy skills • Understanding of effective teaching methods • Ability to plan, teach and lead lessons across school year groups • Knowledge of how to successfully lead learning activities for a group or class of children. • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support. • Knowledge of how to support learners in accessing the 	<ul style="list-style-type: none"> • Experience across EYFS • First aid in the workplace or higher qualification. • Experience of being a class teacher or the desire to become a class teacher.

	<p>curriculum in accordance with the SEND code of practice</p> <ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice/legislation • Understanding of child development and learning processes • Knowledge of First Aid • Knowledge and experience of using IT to produce electronic based resources and assessment materials. • Good knowledge of the primary curriculum, including phonics. 	
Personal Skills and Attributes	<ul style="list-style-type: none"> • Passionate about working with children with SEND • Ability to build effective working relationships with pupils and adults. • Ability to use initiative and prioritise work • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations. • Good IT skills, particularly using IT to support learning. • Commitment to maintaining confidentiality at all times • Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to safeguarding pupil's wellbeing and equality 	<ul style="list-style-type: none"> • Sense of humour • Awareness of Trauma informed strategies when supporting children

Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an

extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme
- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

How to apply

If you believe you can demonstrate the dedication, skills and passion required, we look forward to receiving your application. Please click the link to submit your application form. Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date.

Please note, the closing date is for guidance only. Successful applicants will be invited to interview at the earliest available opportunity. Learning Academies Trust reserves the right to close the vacancy early if a suitable candidate is found.

With 18 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to register your interest for future vacancies, please join our talent pool and we will be in touch as soon as we have a suitable position.