

Higher Level Teaching Assistant

Recruitment Pack

HYDE PARK SCHOOL

BELIEVE YOU CAN, TOGETHER WE WILL

🖯 [www.learningat.uk](http://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:

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| **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:

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| **Aspiration** | **Excellence** | **Collaboration** | **Inclusivity** | **Kindness** | **Respect** |



**Together we will...**

...act with integrity

...celebrate the unique nature of our diverse school communities

...achieve the best outcomes for all

...not let disadvantage be an obstacle to success

...be caring and thoughtful in everything we do

...work to harness the collective power of all

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](http://www.learningat.uk)

**A message from our Chair of the Trust Board…**

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.

 Mr John Butcher

 **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 Hyde Park Primary School**

Executive Headteacher: Mrs Yvonne Jones

Location: Hyde Park Road, Mutley, Plymouth, PL3 4RH

Approximate number of students: 260 & 345

Approximate number of staff: 60

**Message from the Headteacher**

We're thrilled to extend a warm welcome to potential team members who share our passion for nurturing young minds. Our mission is to empower pupils with the skills they need to thrive in a dynamic world.

At Hyde Park, we foster a culture of lifelong learning for both pupils and staff. Our motto 'To Strive for Excellence' reflects our commitment to unleashing potential. We invite you to embark on a journey where creativity, innovation, and teamwork are celebrated. In our inclusive and vibrant environment, we prioritise effort, cooperation, problem-solving, and leadership.

Learning takes centre stage in our school. We celebrate strengths while embracing new challenges, ensuring a comprehensive education. Safety, care, and love define our nurturing philosophy, paving the way for well-rounded development. We're dedicated to cultivating an environment where thinking and learning flourish, setting pupils up for a bright future as active members of society.

Join us in building a strong home-school partnership, a cornerstone of our success. We value collaboration and invite interested parties to join our community. Come be a part of Hyde Park Schools – where education meets inspiration!

We welcome visitors to the school and recommend that you experience the distinctive character and ethos of our school for yourself.

Yvonne Jones, Executive Headteacher, Hyde Park Infants’ & Junior Schools

**Higher Level Teaching Assistant**

 **Job Description**

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| **Job title**  | Higher Level Teaching Assistant |
| **Location**  | Hyde Park Junior School |
| **Grade** | Grade E |
| **Terms of contract** | Temporary (until 31st August 2025) |
| **Salary FTE**  | £27,803 - £30,296 |
| **Hours/weeks**  | 21 hours per week, 39 weeks per year |
| **Actual annual salary** | £13,214.76 – 14,394.68 |
| **Closing date**  | Friday 12th July 2024 |
| **Proposed interview date**  | Week commencing 15th July 2024 |
| **Anticipated start date**  | 1st September 2024 |

**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 Executive 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
* 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 knowlege and specialist skils 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 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**

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| **Job Title**  | Higher Level Teaching Assistant |
| **Location**  | Hyde Park Schools |
| **Grade**  | Grade E  |

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| **Attributes** | **Essential** | **Desirable** |
| **Education/****Qualifications** | * GCSE English & Maths Grade C or above
* Working towards NVQ3 or equivalent experience
* Able to evidence a willingness to take part in professional development opportunities
 | * A - Level or above e.g. Degree level qualifications to compliment the educational based role
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| **Experience and Knowledge** | * Experience of working within a Primary School
* 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 curriculum in accordance with the SEND code of practice
* 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.
 | * Experience across EYFS, KS1 and KS2
* First aid in the workplace or higher qualification.
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| **Personal Skills and Attributes** | * 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
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**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.

