



EMAT
EASTERN MULTI-ACADEMY TRUST

KING'S LYNN ACADEMY

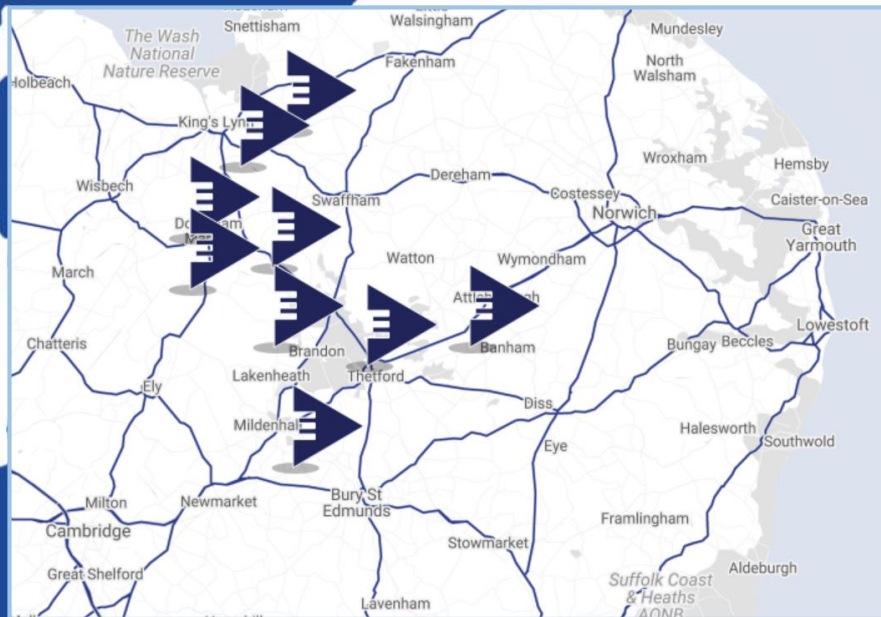
Higher Level Teaching Assistant

King's Lynn Academy
King's Lynn, Norfolk, PE30 4QG

Recruitment Pack

About Eastern Multi-Academy Trust

"Transforming lives, transforming communities"



Welcome to Eastern Multi-Academy Trust

(EMAT), a regional educational Trust dedicated to nurturing young minds and transforming communities across West Norfolk and Suffolk.

EMAT academies offer a rich tapestry of educational pathways, serving as pillars of opportunity within their respective communities. Together, we are driven by our unwavering commitment to **Empower, Motivate, Achieve** and **Transform** the lives of the pupils in our care.

EMAT's focus on effective learning through inspirational teaching has resulted in academic standards and achievement rates that surpass national levels. Several academies that joined EMAT while under 'Special Measures' have achieved significant progress and commendable Ofsted ratings. Eastgate Academy are just one of our celebrated successes, joining our Trust with an inadequate judgement, but achieving an Outstanding judgement in one Ofsted cycle, and retaining this status across two Ofsted frameworks.

Joining EMAT presents a remarkable opportunity to be part of an educational establishment that embodies excellence, collaboration and positive change. If you are driven by a passion for empowering minds and transforming futures, EMAT welcomes you to be a catalyst for change within its supportive community.

King's Lynn Academy



A welcome from Principal Alan Fletcher

KLA is a school that has transformed itself over the past five years, and is now one of the most over-subscribed and popular secondary schools in Norfolk.

This success is built around a staff team that is dedicated, professional and exceptionally skillful, and a working environment that is happy, supportive and friendly.

We work collaboratively to provide an environment that allows our pupils to be given the opportunities and encouragement they need to succeed whilst also having a clear determination to reduce the burden on any individual member of staff to the minimum possible.

We believe in our motto 'Success in all we do', and defining and delivering that success for every person who comes here each day is at the heart of our work.

Alan Fletcher

Principal, King's Lynn Academy



About the role

Higher Level Teaching Assistants (HLTA's) in English, Maths and Science will provide support to our students and staff.

You will work closely with other members of the academy to ensure that all students receive the best possible support to enable them to achieve their full potential, children are given access to the highest quality of teaching and learning opportunities.

By getting to know every student well and providing the assistance each person needs to succeed, we create a strong community where our staff and students truly pull together.



Key responsibilities

1. Work as a Teaching Assistant but to a higher level of expertise and experience, be able to undertake or contribute to the development of strategies and policies and be able to work with greater freedom and initiative.
2. Deliver small group learning to support the progress of students with additional barriers.
3. Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.
4. Work collaboratively with the curriculum support team to ensure that students' learning gaps are minimised and progress is maximised.
5. Take responsibility for organising and managing appropriate learning environments and responses.
6. Be responsible for recording progress and achievement in lessons.
7. Establish a clear framework for disciplinary matters.
8. Lead meetings with parents to give constructive feedback on pupil progress/achievement.

This summary offers an overview of the key responsibilities of the role. To view the full job description, [click here](#).





Person Specification

The ideal candidate will have the following personal attributes and accreditations:

	Criteria	Essential
Qualifications	English and Maths Level 2 qualification, or equivalent	✓
Knowledge, Understanding and Experience	Knowledge and understanding of safeguarding regulations	✓
	Experience of working with children	✓
Personal & Professional Qualities	Able to effectively communicate with pupils, parent and colleagues	✓
	Flexible and able to cover short notice and planned absence as required	✓
	Effective use of ICT for learning	✓
	Ability to engage with and motivate children	✓
	Understanding of classroom roles and responsibilities and own position within these	✓



Job Overview

Academy	King's Lynn Academy
Site	Queen Mary Road, King's Lynn, PE30 4QG
Start date	As soon as possible
Reporting to	SENco
Salary	Grade F12-F17. £19,766. - £21,137 Per annum pro-rated (FTE £26,421 - £28,770)
Hours per week	35
Weeks per annum	Term-time plus 1 week
Contract type	Permanent

EMAT is committed to promoting a diverse and inclusive community a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, employee support services to welcome and support staff from different backgrounds. Our ambition is to work together to promote a more inclusive environment and signal our commitment to celebrate and promote diversity and welcome part time or flexible working applicants.

How to Apply

Applications should be received no later than **26 January 2024**.

Please complete the online application process and note that all information within your application will be treated confidentially.



EMAT is an equal opportunities employer and employs suitably qualified persons regardless of their race, sex, disability, religion / belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Any appointments will be subject to satisfactory medical checks, references and an enhanced DBS check including the Children's Barred List.

King's Lynn Academy

Part of the EMAT Group



Eastern Multi-Academy Trust

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Job Description

Post Title: Higher Level Teaching Assistant

Salary: Grade F

Main Purpose

To work as a Teaching Assistant but to a higher level of expertise and experience, be able to undertake or contribute to the development of strategies and policies and be able to work with greater freedom and initiative.

To deliver small group learning to support the progress of students with additional barriers

Support for Pupils

Assess the needs of pupils and use detailed knowledge and specialist skills to support learning.

Work collaboratively with the curriculum support team to ensure that students' learning gaps are minimised and progress is maximised.

Support for Teachers

Take responsibility for organising and managing appropriate learning environments and responses.

Responsible for recording progress and achievement in lessons.

Establish a clear framework for disciplinary matters.

Leads meetings with parents to give constructive feedback on pupil progress/achievement.

Job Description continued

Support for the Curriculum

Use ICT effectively for learning activities and developing pupils' competence and independence in its use.

Be able to select and prepare the necessary resources to teach learning activities.

Takes responsibility for advising on the appropriate deployment and use of specialist aids/resources and equipment.

Support for the Academy

Assist with the development of policies and procedures for child protection, health and safety and security, confidentiality and data protection.

Take the initiative in developing multi-agency approaches to supporting pupils.

Take responsibility for the provision of out of school learning activities within the guidelines set down by the Academy.

To undertake other activities and duties deemed suitable by the Principal.

Personal Specification

The successful applicant will be able to demonstrate the following minimum requirements. Please note that candidates will be shortlisted for interview based on this specification and should, therefore, bear this in mind when preparing their application and completing the application form. If you do not meet the essential criteria please do not apply. Criteria will be assessed at different points of the selection process as shown. The Assessment Stages are:-
 A = Application I = Interview P = Presentation T = Test

	Criteria	Essential	Desirable	Assessment Stage
Qualification	HLTA or equivalent		✓	A
	Level 2 qualification in English and Maths	✓		A
	Level 3 qualification in English and/or Maths		✓	A
Knowledge, Understanding and Experience	Good ICT skills		✓	A
	Good general knowledge		✓	A
	Ability to work with small groups or whole classes	✓		A

	Criteria	Essential	Desirable	Assessment Stage
Knowledge, Understanding and Experience	Good communication skills	✓		I
	Calm	✓		I/T
	Patient	✓		I/T
	Good sense of humour	✓		I/T
	Ability to work as part of a team	✓		I/T
	Ability to promote and safeguard the welfare of students.	✓		I
	Organisational skills	✓		I
Other	Understanding of, and ability to comply with the requirements of safeguarding/Child Protection	✓		I
	Ability to travel		✓	I/T
	Ability to work flexibly outside normal hours if necessary		✓	I/T