



Samuel Whitbread Academy Application Pack

Higher Level Teaching Assistant (HLTA)
(Alternative Provisions/Interventions &
Learning Room Coordinator)



BEST
BEDFORDSHIRE
SCHOOLS TRUST



CONTENTS

1. Introduction
2. About BEST
3. About Samuel Whitbread Academy
4. How to Apply
5. Job Description
6. Person Specification

www.bestacademies.org.uk



INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

Elle Rees-Rinaldi

HR Assistant

erees-rinaldi@bestacademies.org.uk

Tel: 01462 629900

Samuel Whitbread Academy

Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS

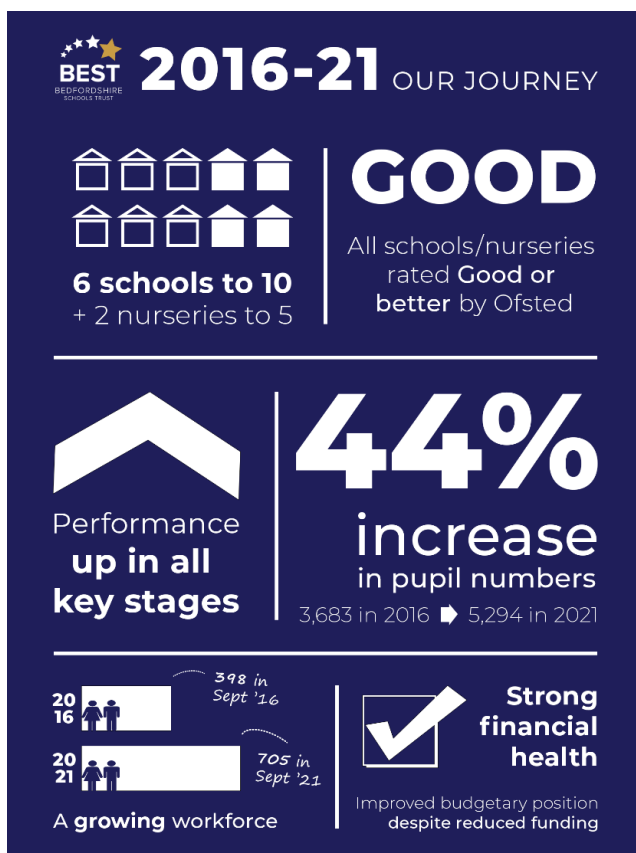
www.samuelwhitbread.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire. We now educate more than 5,000 children across the area, from nursery age to advanced level study.



*This infographic charting the journey of our trust was originally created for our **5 Years of BEST** commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate



Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The first five years of BEST has been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (October 2017), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date: Midnight, Sunday 12th May 2024

Interview date: Wednesday 15th May 2024

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Higher Level Teaching Assistant (HLTA) (Alternative Provisions/Interventions & Learning Room Coordinator)
Based at	Samuel Whitbread Academy
Salary / grade range	NJC Scale 4A Points 11-15 (FTE £25,979 - £27,803 pro rata – actual £22,619 - £24,208)
Responsible to	Special Educational Needs Coordinator (SENCO)
Hours	37.00 hours per week, working Monday to Friday, term-time only (to include five staff training days)

Purpose of Role

- To complement and support Class Teachers in the teaching of 1:1 or small groups of pupils to improve their literacy and numeracy skills.
- To develop and manage the alternative provisions for students outside of school and within school, tracking their progress and being the main point of contact for all external providers
- Organising and running the Learning Room, supervising students and supporting them with work.
- Providing students with appropriate interventions and liaising with the Pastoral Team regarding students being referred to the Learning Room.
- Tracking the progress of all alternative provisions/ interventions.

Duties and Responsibilities

Support for Pupils

- To help train pupils in the study skills necessary for learning by communicating clearly and effectively with them and through questioning, instructing, explaining and feedback. This will include the effective use of ICT to support pupils' learning.
- To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator (EVC).



Support for SENCO

- To plan and undertake a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- To plan, devise and extend appropriate educational activities/ interventions, liaising with Heads of Department where necessary.
- To track all interventions and ensure they are meaningful and purposeful.
- To support and work with SENCO and Deputy SENCO to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals/ interventions and strategies in line with EHCP outcomes if necessary.
- To assist the SENCO in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the Teacher, as required.
- To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
- To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

Support for the Curriculum

- To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
- To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the SENCO.

Support for the Academy

- To work collaboratively with colleagues as part of a professional team, in particular the SENCO and other Learning Support Assistants (LSAs);
- To attend staff and management meetings as required.
- To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.



- Ensure compliance with and application of current legislation and school policies to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- Ensure compliance with and application of the academy's requirements with regard to data equality and diversity and health and safety, including demonstrating respect for others, fair and impartial behavior in dealing with all people, and maintaining a healthy and safe environment by taking reasonable care of their own health and safety and that of other persons.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Higher Level Teaching Assistant (HLTA) (Alternative Provisions/Interventions & Learning Room Coordinator)

Attributes	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level (or equivalent) with English and Maths at A*-C (9-4). • Highly competent in Science skills • HLTA or Teaching qualification 	<ul style="list-style-type: none"> • Completion of Special Needs training programmes e.g. TEACHH
Professional Experience	<ul style="list-style-type: none"> • A minimum of two years' experience as a Teaching Assistant within the last five years 	<ul style="list-style-type: none"> • Experience of leading small group interventions • Experience of planning for small group interventions • Experience of working in a secondary school
Professional Skills, Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding of strategies for teaching and learning. • Understanding of the National Curriculum. • Knowledge of a variety of barriers to learning. • Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting. • Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes. • Ability to contribute to planning and preparation of lessons and teaching materials. • Ability to contribute to assessment and monitoring of pupil progress. • Ability to work collaboratively with teachers and others. 	<ul style="list-style-type: none"> • Understanding of Functional Skills and Entry Level qualifications • Knowledge of SIMS



Personal Qualities	<ul style="list-style-type: none"> • Able to work in an organised and methodical way • Able to prioritise and manage workload, working effectively and calmly under pressure • Ability to work on own initiative and to work effectively as a member of a team • Able to work without supervision • Good interpersonal skills including the ability to communicate well with adults and young adults • Good attention to detail • A commitment to equality principles and practices • A commitment to raising standards 	
Physical	<ul style="list-style-type: none"> • Ability to deal with goods inwards including some physical lifting 	
Other	<ul style="list-style-type: none"> • Knowledge of relevant safeguarding/ child protection legislation and best practice • Values and respects the views and needs of children and young people • Appropriate DBS clearance (before post is taken up) • Willingness to undertake additional training as necessary 	<ul style="list-style-type: none"> • Current First Aid certificate

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

