



THE GROVE ACADEMY

Candidate Information Pack

Role: Higher Level Teaching Assistant

Required for: September 2024



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Chief Executive Officer's Welcome

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone own school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey
CEO

Principal's Welcome

On behalf of the children, staff and governors of The Grove Academy, I would like to extend a warm welcome you and thank you for your interest in working at our School.

The Grove Academy is a three-form entry Primary school, with a Nursery. As part of Aspire Academies Trust, we aim to provide an exciting, broad and engaging curriculum, encouraging our children to become confident and resilient life-long learners. We offer a safe, nurturing and creative environment that supports, inspires and motivates our children through a breadth of learning opportunities

We are committed to providing high quality education and experiences for each and every one of our pupils. As we move forward into the next academic year, we aim to empower and excite our pupils as we all navigate a post-pandemic curriculum and life in school together.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need as you start your career with us, but if there is anything else you would like to know about The Grove Academy, please do get in touch.

Best Wishes

Sarah Hennigan
Principal

Role Overview and the Trust Schools

The Grove is a vibrant school with a strong ethos and a highly committed staff team. We have high aspirations for our pupils and enjoy providing exciting and stimulating learning opportunities for them. We are developing our plans and provision for the future with even greater ambition.

This is an exciting opportunity for an experienced or aspiring Higher Level Teaching Assistant to join our team at The Grove Academy. A key part of this role is to take responsibility for whole class groups in all years (EYFS to Y6) to support the delivery of PPA time for all class teachers. Prior experience is beneficial, but not essential.

The successful candidate will have experience of working with young people in an educational setting and the ability to establish good professional relationships with students and colleagues.

This is a permanent position for 32.5 hours per week, working Monday to Friday, term time only

Our Schools

Name	Location	Brief outline of the school	Facilities
Bedmond Academy	Abbotts Langley	A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017.	A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site.
Bovingdon Primary Academy	Bovingdon village	A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust.	Consists of the original school building and later purpose built additional buildings.
Broadfield Academy	Hemel Hempstead	A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018.	Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site.
The Grove Academy	Watford	A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014.	This is a large site with extensive outdoor space. The buildings are over 2 floors.
Hammond Academy	Hemel Hempstead	A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust.	A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy.
Knutsford Primary Academy	Watford	A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018.	The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch.

Application Procedure

For a confidential discussion regarding this vacancy, please contact:
Chris Kelly – chris.kelly@thegroveacademy.org.uk

For visits to the school, please contact:
Chris Kelly

Please complete your application on My New Term using the link below:

<https://mynewterm.com/jobs/138507/EDV-2024-GA-99244>

We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Closing date: 12th July 2024

Interview date: To be confirmed

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

Privacy Notice

Please click here to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)

Role Description

Higher Level Teaching Assistant

Salary scale: £23,893 - £25,119 (per annum)

KEY RESPONSIBILITIES

- Provide cover supervision of classes
- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess, record and report on development, progress and attainment as agreed with the teacher
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Plan and evaluate specialist learning activities with the teacher, writing reports and records as required
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role are expected to undertake at least one of the following:

Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties

Provide specialist support to pupils where English is not their first language

Provide specialist support to gifted and talented pupils

Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

- Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
- Supervise the work of other support staff/trainees
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Invigilate exams and tests
- Escort and supervise pupils on educational and out of school activities
- Guide and support pupils in their personal, emotional and social development
- Prepare and present displays
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews
- Work with pupils not working to the normal timetable

This job description is not exhaustive; the post holder may be required to undertake such other duties, commensurate with the post, as may from time to time be assigned by the Executive Principal, Head of School or the Local Governing Body.

Person Specification



PERSON SPECIFICATION	Essential/Desirable
Qualifications/Knowledge/Experience	
NVQ level 2 in numeracy and literacy (or equivalent)	E
HLTA qualification	D
Intermediate knowledge of ICT	E
Ability to manage pupils in a class setting	E
Excellent communication skills both written and verbal	E
Active listening skills	E
First Aid Certificate	D
Child Protection Training Level 1	D
Ability to organise and supervise other adults working in the classroom	E

Benefits of Working for Aspire Academies Trust

There are many benefits to working for the Trust.

Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

Development and Career Progression Opportunities

- As we grow and incorporate more academies, greater opportunities not just for collaboration, but for progression will open up. Our aim will always be to fill leadership vacancies from within the Trust wherever possible, to support our employees in their career progression. To support this aim, we have worked with West Hertfordshire Teaching Schools Partnership to create our 'career ladders'. These ladders show the routes available to employees who wish to progress, and the development opportunities available to support them in those goals. There are also opportunities to move within our Academies to grow and develop within the Trust or apply for secondments to gain valuable experience in a different setting.

Leave

- There are many types of leave available to employees, from career breaks to study leave.

Pension Schemes



- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit: www.lgpsmember.org (support staff), [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers' Pensions (teacherspensions.co.uk)) (teachers)

Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4th October 2018 and will be replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer. For more information, visit <https://www.gov.uk/tax-free-childcare>

School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.
- The key to great performance and continuing development, we find, is establishing a shared understanding about what skills, behaviours, standards or changes need to be made or gained in order to achieve the Trust and Academy goals.

Aspire Academies Trust Values

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

Values	Behaviours and characteristics
Integrity	Honesty, trust, respect, fairness, equity, openness, autonomy
Aspirational	High expectations, positivity, passion, motivated, challenging, energy, craftsmanship
Collaboration	Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond
Creativity	Research-rich, innovative, enterprising, horizon-gazing, curious
Relationships	Humility, respect, caring, empathy, professional behaviours, approachable, safety
Accountability	Responsibility, commitment, focus, standards, individual and shared, co-agency



We look forward to receiving your application, good luck!

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