



APPLICATION PACK

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| SCHOOL: | Chapelford Village Primary School |
| ROLE: | Higher Level Teaching Assistant (HLTA) |
| START DATE: | September 2024 |
| SALARY: | FTE: £27, 803 - £31,364.00 Actual:£24,088.51 - £26,860.12 |
| GRADE: | Grade 6 – SCP 15-22 |
| CONTRACT: | Fixed Term until August 2025, Term Time Only plus 5 INSET Days, 37 Hours |

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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role with Chapelford Village Primary School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In previous months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong or improving outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of trustees and governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Christian Wilcocks
Chief Executive Officer
Omega Multi-Academy Trust

MESSAGE FROM THE HEADTEACHER

On behalf of the pupils, staff and Governors at Chapelford village Primary School I am delighted to be able to share this amazing opportunity to join our vibrant, happy school where children and staff feel valued and supported to achieve their ambitions. We are seeking to recruit a talented and inspirational professional to join our hard working and dedicated team here at Chapelford Village Primary School.

As leader of the school I am extremely proud, as part of a hard-working team, to continue to lead Chapelford Village Primary School from success to success as we strive to be an employer of choice. Our drive is to consistently provide exceptional teaching and learning to enable and inspire all our pupils to achieve their potential, dreams and a lifelong love of learning. I believe that by achieving this for all our children we are giving them opportunity to create the future that they perceive for themselves and the skills and knowledge to adapt to the challenges of the future.

Our mission is that everyone in our school will “Learn, Achieve and Respect.” These core aims and values underpin all that we do and achieve an aspirational and positive school experience daily for pupils and staff. As a school we firmly believe that high attainment is possible for all pupils; hard work, focused and determined effort and strong consistent teaching is key to enable intelligence to be accessible to all, not just those who inherit it.

Chapelford Village Primary School was judged by Ofsted as “Good” overall in March 2022 and we continue, as a school team, on our school improvement journey to becoming an exceptional school for all our families, pupils and staff.

As a school our philosophy is grounded in securing the highest professional standards and supporting and nurturing all our professionals with the very best professional development experiences. As a founder member of the Omega Multi-Academy Trust staff benefit from strong collaboration and networks and as such have the potential to develop fully in their careers. As a school we develop rich and purposeful professional development opportunities for staff, driven by the latest educational research to enable staff at each career stage to achieve their full potential and we have a proven track record that staff who train with us, remain with us and progress with us.

As part of a new urban development Chapelford Village Primary School is situated close excellent local transport links and is easily accessible from areas across the North West.

Our school is oversubscribed in many year groups and has grown significantly in the last five years. The school benefits from modern impressive and bright facilities, high quality learning resources and ongoing developments both indoors and outdoors across the school.

So, if you are eager to join a vibrant, forward thinking, reflective and driven organisation, committed to securing the highest educational, professional and personal standards, are keen to learn and develop in your career, work with the colleagues, parents and pupils and the wider community and are passionate about all pupils achieving their true potential then we would be delighted to hear from you.

Yours faithfully,



Mrs L Tottie
Headteacher

INFORMATION ABOUT THE ROLE

We are seeking to appoint a caring, enthusiastic Higher Level Teaching Assistant (HLTA) to work within our successful and nurturing school.

HLTA's will plan and deliver lessons across all years and use assessment to adapt teaching and learning effectively.

Applicants must be highly motivated, creative and committed to the highest standards of pupil achievement and inclusion.

The post holder will work across the primary year groups providing cover for all year groups and will also work with individual/groups of children to support high quality learning opportunities when required.

This role is suitable for an experienced teaching assistant, with the relevant qualifications, as well as ECTs who wish for experience of teaching across the primary phase. As a school, we support professional development at all levels and have often supported our HLTA staff to progress to established teachers.

The successful candidate will hold relevant qualifications at HLTA or higher and be able to:

- Promote excellent teamwork skills to support our vision for developing children's learning outcomes.
- Demonstrate a commitment and consistency to raising standards through effective classroom support and leading intervention programs in KS1 and KS2.
- Provide Cover Supervision to all year groups ranging from Early Years to Year 6.
- Demonstrate creative flair to make learning memorable, enjoyable and purposeful.
- Promote the inclusion and well-being of all children
- Set high expectations and behaviour for all
- Can support the school with the wider curriculum and out of school learning – extracurricular provision and residential visits
- Reflect on practice and have the ability to embrace purposeful change

Chapelford Village Primary School is a successful and nurturing school with a purposeful engaging curriculum that puts our children at the centre of all we do, achieving the highest standards whilst developing purposeful and happy citizens for the future.

As a school, we prioritise high quality CPD for all staff and believe in supporting career progression within and across the school. This has resulted in progress for existing teaching assistants to HLTA's, teachers and beyond.

We have enthusiastic, caring children who love to learn in a school with a sense of purpose and high expectations. Together with staff, families and a supportive Governing Body and Trust Board, we all work collaboratively to make Chapelford as successful as possible.

Our school team is professional and caring and are committed to children achieving the highest standards and create a caring, positive environment to work and learn.

We can offer the successful candidate:

- a dedicated school team
- friendly, well behaved children who are eager to learn
- a real commitment to high quality continuous professional development
- a committed and supportive Local Governing Body
- happy, supportive and friendly staff
- a forward thinking leadership team who listen and who value every member of the school community
- a modern building which is rich in learning resources, books and technology
- strong, collaborative network opportunities as part of a large community school within Omega Multi-Academy Trust

JOB DESCRIPTION

| | |
|------------------------|---|
| Academy: | Chapelford Village Primary School Higher |
| Job Title: | Level Teaching Assistant (Fixed term) |
| Accountable to: | Headteacher |

Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for while classes and monitoring pupils and assessing, recording and reporting on pupil's achievement, progress and development.

Supervisory/Managerial Responsibilities

- Responsible for the management and development of a specialist area within the school.

Supervision & Guidance

- Responsible to the Headteacher, However you would be expected to seek guidance from appropriate sources.

Range of Decision making

- To make decisions using own initiative where appropriate within established working practices and procedures. The post holder will be expected use good common sense and initiative in all matters relating to:
 - The conduct and behaviour of individual, groups of pupils and whole classes
 - The correct use and care of materials by individual and small groups of pupils
 - The safety, mobility (if required) and hygiene and well-being of pupils
- To maintain the confidential nature of information to the school, pupils, parents and carers.
- To be responsible for the care of all equipment and materials within th
- classroom/designated area of the school in conjunction with other members of staff.
- The provision, use and storage of equipment and materials prepared by the post holder and used by the children with whom the post holder is working.

Support for pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward the achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievements.
- Develop and implement SEN provision plans.
- Support pupils consistently whilst recognising and responding to their individual needs.

Support for the teacher

- Organise and manage appropriate learning environment and resources.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- Work within an established Behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupils' progress/achievement etc.
- Production of lesson plans and appropriate scaffolds and learning resources
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lesson/work plans as appropriate.
- Administer and assess/mark tests and invigilate exam/tests.

Support for the curriculum

- Deliver learning activities to pupils with an agreed system of supervision, adjusting activities according to pupils' responses/needs.
- Deliver local and national learning strategies e.g., literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupil's competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and cultural backgrounds.

Support for the school

- Comply with and assist with the development of policies and procedures relating to Child Protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To support, uphold and contribute to the development of the School's Equal Opportunity policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise your own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take initiative as appropriate to develop appropriate multi agency approaches to supporting pupils.

Line management responsibilities (where appropriate)

- Where necessary manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/inductions/appraisal/training/mentoring for other teaching assistants.
- Take initiative as appropriate to develop appropriate multi agency approaches to supporting pupils.

Safeguarding

- The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

The postholder may be expected to carry out duties other than those given in this job description. This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.



At Chapelford Village Primary School, I am blessed to have a supportive and encouraging environment that has helped me to grow and develop as a teacher. The school is committed to investing in its teaching staff. I have had the privilege of attending various training sessions and workshops that have broadened my knowledge and skills as an educator. As a result, I feel empowered to experiment with new teaching techniques and methods that have led to improved student outcomes.

I genuinely enjoy my role as a Year Group Lead as it allows me to make a positive difference in the lives of young people. I am proud to foster a love of learning in my students and help them develop the skills and confidence they need to succeed in life.

Alison Cleary
Class Teacher/Year Group Lead

PERSON SPECIFICATION

Academy: Chapelford Village Primary School

Job Title: Higher Level Teaching Assistant

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

| QUALIFICATIONS & EXPERIENCE | | |
|-----------------------------|--|-----|
| E | Minimum of 5 GCSE A-C which include English and Maths | A |
| E | Hold Teaching Assistant Level 3 status / NVQ Level 3 Teaching Assistant or equivalent certified qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE Level 4 or NVQ Level 2. | A |
| E | Evidence of a minimum of two years' experience of working with children as a Teaching Assistant Level 2 or 3 or equivalent (either paid or unpaid capacity) preferably in an educational setting. | A/I |
| E | Evidence of some specialist knowledge and experience with KS2 | A/I |
| E | Meet all Teaching Assistant Level 3 standards | A/I |
| E | Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training | A/I |
| E | Willingness to attend training in relevant learning strategies e.g., English, maths | A/I |
| E | Willingness to participate in training, performance management and self-evaluate learning needs and actively seek learning opportunities | A/I |

| KNOWLEDGE/UNDERSTANDING | | |
|--------------------------------|---|-------|
| E | Understanding of the National Curriculum | A/I/P |
| E | Understanding of behaviour management strategies. | A/I/P |
| E | Knowledge of statutory requirements regarding the education sector and pupil wellbeing. | A/I/P |
| E | Working knowledge and understanding of barriers to learning | A/I/P |
| E | Proven awareness and respect for the highly sensitive status of information and its confidentiality | A/I/P |
| E | Excellent written and verbal communication skill | A/I/P |
| E | Knowledge of child protection and safeguarding procedures | A/I/P |
| E | Knowledge of intervention strategies, including those in relation to behaviour and SEND | A/I/P |
| E | Understanding the principles of child development and learning processes | A/I/P |
| E | An ability to motivate self and colleagues | A/I/P |
| PRACTICAL SKILLS | | |
| E | Developed level of oral and written communication skills. | A/I/P |
| E | Effective interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts | A/I/P |
| E | Good organisational and time management skills | A/I/P |
| E | Sound IT skills to support learning and maintain electronic information systems | A/I/P |
| E | Effectively work as part of a team, as well as independently as and when required under the direction of the teacher | A/I/P |
| E | Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved. | A/I/P |
| D | Enhance our school vision and model high expectations. | A/I/P |
| D | Demonstrate ability to adapt activities as directed to ensure they are inclusive | A/I/P |
| E | Collate and summarise information and data | A/I/P |
| E | Be proactive in the protection of children in reference to safeguarding procedures and protocols. | A/I/P |
| E | Support the implementation of effective support strategies | A/I/P |
| E | Identify triggers of poor behaviour and barriers to learning | A/I/P |

| | | |
|----------|---|-----|
| E | Demonstrate professional relationships and boundaries with children, young people, parents & carer | A/I |
| E | Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy and under the direction of the teacher | A/I |
| E | Ability to support the organisation of classroom activities, including environmental Expectations e.g., preparing and setting out resources and implementing strategies for T&L | A/I |
| E | Ability to support and help children and young people to transfer their learning to other parts of their lives | A/I |
| E | Ability to work in partnership with parents and teachers | A/I |
| E | Ability to form and maintain appropriate relationships and personal boundaries with children and young people | A/I |
| E | A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. | A/I |
| E | Passionate about raising standards for children in the EYFS. | A/I |
| E | Kind, calm and patient especially with the youngest of our children in their first experience of school life. | A/I |

PERSONAL QUALITIES

| | | |
|----------|---|-----|
| E | Good time management and the ability to prioritise tasks effectively | A/I |
| E | A good attendance and punctuality record | A/I |
| E | High expectations of self and professional standard | A/I |
| E | The ability to maintain successful working relationships with other colleagues | A/I |
| E | A willingness to work outside of the timetabled day, where necessary | A/I |
| E | Tact and diplomacy in all interpersonal relationships with the public, pupils, and colleagues at work | A/I |
| E | Build positive and productive relationships with staff members, pupils, and parents | A/I |
| E | Consistently promote good behaviour throughout the school | A/I |
| E | Effectively motivate and encourage pupils | A/I |
| E | Work flexibly, attending and contributing towards meetings and training outside of their specified work hours | A/I |
| E | Commit to contributing to the wider school and its community. The flexibility to adapt to changing workload demands and new school challenges | A/I |
| E | Flexibility and adaptability to work with children of all ages | A/I |

PRE-EMPLOYMENT CHECKS

| | | |
|----------|---|-----|
| E | Positive recommendation from all referees, including current employer | R |
| E | DBS Clearance post appointment | N/A |

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

Your application form must be fully completed and legible and your supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.



Having started at Chapelford Village Primary School as a student teacher I was so welcomed and supported in the beginning of my teaching journey. I knew from the moment I began my placement here that this was somewhere I wanted to work because the school has such a welcoming and warm ethos and the love of learning for children is the focal point of all they do.

Having almost completed my ECT years here, I have been given endless opportunities for professional development such as working with staff who specialise in subjects and working with external agencies to further develop my own pedagogy.

As a result, I feel extremely well equipped with teaching strategies and techniques to help children in their own personal learning journeys. Those of which I will carry with me through my career.

Caitlin Garty
Class Teacher

THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should follow the below steps:

- If you would like to discuss this role with the school then please email office@chapelfordvillageprimary.co.uk with your request.
- Download and complete the Omega Multi-Academy Trust application form from the Omega Multi-Academy Trust website
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Chapelford Village Primary School. CVs cannot be accepted.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Monday 5th July 2024, 12pm

Interview Dates: 17th – 18th July 2024

Start date: September 2024



Having worked at Chapelford Village Primary School for the past 10 years I can honestly say I still feel as happy as the day I started. Having come back into the workplace after having children, the encouragement I received was immeasurable. This have given me the confidence to grow within my role, learning lots of new skills within the administrative environment and beyond.

Chapelford is a caring, friendly and supportive environment to work within and I feel so privileged to be part of the team.

Emma Morrey-Welsh
Administration Assistant

STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



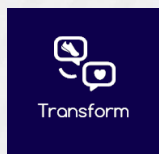
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



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