



CANDIDATE PACK

High Level Teaching

Assistant

HAWTHORN COMMUNITY

PRIMARY SCHOOL



CONTENTS

About us	1
Our values	2
Career development	3
What our staff appreciate most	4
Being Part of Pathfinder Schools	5-6
Advert	7-8
Job Description	9-13
Person Specification	13-15
Contact us	16

ABOUT US

'Cultivating the futures of our children'



Hawthorn Community Primary School has a rich and varied history, celebrating its 125th anniversary in 2020. Hawthorn is a well-loved feature of the local community, with the support of local residents, governors, parents, families, committed staff and our Trust-Pathfinder Schools. Staff and pupils alike are proud to be a part of our school, and we are a team that is committed to children's well-being, achieving high standards and providing the very best opportunities for all in our care. We employ just under 50 staff including Teachers, Leaders and Support Staff who enable our 295 pupils and families to thrive.

Our school is located in Kettering in the towns heritage area and boasts traditional Victorian buildings with outside space which has been maximised to offer a wide range of facilities to encourage learning and play. With close links to the local Church and community, our school proudly looks to celebrate the past while providing a modern, 21st Century learning experience.

To learn more about our school you can also follow us on Twitter on [@HawthornSch](#)

Hawthorn Community Primary School joined Pathfinder Schools in April 2019 and is an established part of the team. Pathfinder Schools is made up of a supportive Central Team and ten Schools, including Primary, Infant and Junior Schools and a large secondary Academy.

OUR VALUES

Hawthorn Community Primary School cultivates the futures of its pupils by providing them with the skills needed for their role in the wider world. We recognise, celebrate and nurture the strengths and talents of all members of our school community.

The children at Hawthorn are at the heart of every decision we make. Through our values of **Teamwork, Community, Respect, Thoughtfulness, Resilience and Creativity**, we have created an environment where our children are keen and enthusiastic to learn.

We inspire children to express their **CREATIVITY** in all areas of learning and in their wider school experiences. We develop children's **RESILIENCE** in challenges that they may face. **RESPECT** underpins every aspect of our school life and beyond. We promote **THOUGHTFULNESS** in all that we do. Encouraging **TEAMWORK** enables our children to become well-rounded citizens in preparation for their future lives. We empower our children to have a greater understanding of their role in class, school and wider **COMMUNITY**.

We offer an engaging, broad and balanced curriculum, which aims to spark the children's curiosity and cultivate a passion for life-long learning. Our curriculum brings knowledge, skills and understanding alive ensuring that whilst our children are learning, they are also having fun and creating a lifetime of memories!

It is important to us that children and parents alike feel a sense of pride and belonging towards Hawthorn. We are committed to creating an inclusive and nurturing school where every child feels safe, valued and encouraged to follow their aspirations. At Hawthorn, our dedicated team of staff work tirelessly to support our children's wellbeing, achieve high standards and provide opportunities that will shape their futures.





CAREER DEVELOPMENT



We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning. We also provide our staff with access to accredited qualifications and training.

Apprenticeships-Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework-We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) delivering the new Early Career Framework. Our Early Career Teachers benefit from our specialist skills in the new framework.

National Professional Qualifications (NPQ'S)-Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the new National Professional Qualifications (NPQ) training programmes to schools. The new qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

“

WHAT OUR STAFF APPRECIATE MOST

”

“Total commitment to the care and welfare of all staff and children”

“Approachable SLT, AMAZING staff”

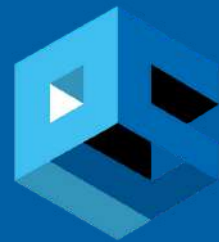
“friendly atmosphere and supportive colleagues”

“Support is always there from all staff members”

“Safe environment and support/friendship from colleagues”

“Caring environment for the children”

Being part of Pathfinder Schools

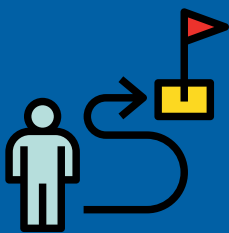


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



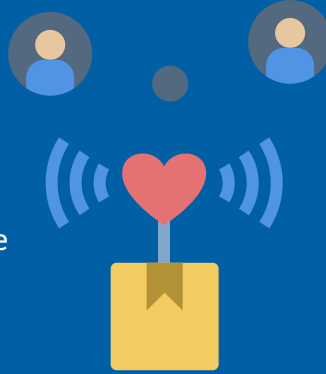
Together we want to develop inspirational schools which instil Aspiration, Responsibility and Courage in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration



We aim high

Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility



We play our part

We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

High Level Teaching Assistant



Contract type

- Permanent
- Part Time
- 30 hours per week
- Monday to Friday
- 8:30am - 3:30pm
- 39 weeks per year

Salary

- Grade G Points 8 - 12
- £24,702 - £26,421 per annum pro rata

Shortlisting

- To be confirmed

Interviews

- W/C 30th September 2024

Start date

- 4th November 2024

How to apply:

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to:

recruitment@pfschools.org.uk

Advert

Are you looking for an exciting new opportunity? This could be the role for you!

Hawthorn Community Primary School is situated in Kettering and currently has 312 children on role and we are looking to add a HLTA to our team. The role will be varied, covering short time teacher absences, weekly class cover across the school as well as undertaking classroom support or targeted interventions, depending on the needs of the school.

We are looking for a Higher Level Teaching Assistant who can:

- Put the child at the heart of their learning and development
- Build great relationships with their parents and families
- Work to ensure excellent progress for the classes that you cover
- Bring new ideas to enhance our provision further
- Be a team player that can work alongside our existing staff

We can offer you:

- Well motivated children and supportive families
- An enthusiastic, friendly and dedicated staff
- A driven and determined SLT
- Loyal Governors
- A chance to work as part of our self-created Multi Academy Trust: Pathfinder Schools

We are proud of Hawthorn Community Primary School and welcome visits from prospective applicants. Visits can be arranged by contacting the school business manager, Jo Marshall, on 01536 512204.

Advert cont.

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Hawthorn Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address :

<https://www.hawthornprimarykettering.co.uk/page/?title=Policies&pid=34>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

High Level Teaching Assistant



Job Description

Responsible to:

- Head Teacher/ Deputy Head/ Business Manager

Overall purpose of the post:

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, students and school policies and strategies.
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also, to supervise whole classes during the short-term absence of teachers.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders

Main responsibilities and tasks:

This role covers a range of activities to ensure that lunchtimes at school are a safe and effective part of children's education and development. The normal duties will usually include the following:

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required

- Deliver lessons to cover short term absence or regular teaching commitments to whole classes under an agreed system of supervision by the class teacher and within a pre-determined lesson framework
- Have an in-depth understanding of methods, procedures and the curriculum. The emphasis of these jobs is on the practical application of specialist knowledge and skills, rather than conceptual understanding.
- Supervise groups of children or whole classes and support with the guidance and development of others
- Works under an agreed system of supervision / management delivering learning and providing specialist knowledge
- Have a higher level of communication skills to influence, motivate and drive behavioural change as a result of persuasion and appeal
- Interact with colleagues, pupils, parents, carers and educational professionals under clear direction of class teacher and Senior Leaders.

Working in the environment

- Take a lead role in managing and delivering pastoral care and developing and implementing behaviour management strategies promoting independence and self-control and assist in the supervision of pupils to ensure that the school's standards of health, safety and behaviour control are maintained
- Employ strategies to recognise and reward achievement of self-reliance to meet the needs of pupils
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Supporting pupils in the learning environment

- Under supervision of the class teacher: plan lessons using agreed school formats, prepare resources and deliver learning objectives and activities, adjusting when appropriate to meet the requirements of pupils and the curriculum (for example lesson plans, worksheets, plans)
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- Be aware of individual pupils needs as well as any pupils with any SEN IEP targets and children in receipt of Pupil Premium funding.
- Use specialist skills to support pupils consistently in the learning environment to promote independence and self-reliance, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Ensure pupils are provided with effective verbal feedback to learning and learning is adapted as a result where appropriate
- Assist with the supervision of pupils and planning of activities out of lesson times (for example at break times) to encourage structured and positive play.
- Establish constructive relationships with pupils and interact with them according to individual needs.

Providing clerical and other support to service users

- Provide clerical support, for example photocopying, laminating, and displays.
- Support teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group of pupils under the supervision of the teacher.
- Lead in the completion of the class register when covering for the class teacher and follow up any absence where appropriate with the school office.

- Administer routine tests, record assessments and undertake routine marking of pupils' work in line with the school's agreed marking and feedback policy to meet requirements of pupils and the curriculum.
- Contribute to the identification and implementation of appropriate out of school learning activities which consolidate and extend pre-defined learning activities to meet requirements of pupils and the curriculum

Preparing and maintaining the classroom environment and resources

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work under the direction of teaching staff to meet the needs of pupils and the curriculum.
- Maintain shared areas so that they are tidy and organised, e.g. corridors, 'break-out' work spaces, shared cupboards.
- Select, plan, prepare, organise and evaluate the effectiveness of learning resources equipment and required to support lesson plans/learning activities to meet the needs of pupils and the curriculum.
- Advise on appropriate deployment and use of specialist aids, resources and equipment meet the needs of pupils and the curriculum.

Developing the team

- Lead, advise and contribute in meetings, training/development activities and supervise, coach and mentor less experienced and specialised colleagues when appropriate, to support the achievement of individual and team performance and development objectives.
- Work in effective partnership with the class teacher and other adults in the classroom to ensure consistency and continuity for pupils when covering for PPA or short-term absence.

Building professional relationships

- Build and maintain positive working relationships with pupils, parents, carers, colleagues, professionals and multi-agencies to maximise pupils' development and maintain the overall ethos of the school. Communicate with parents/carers only under the direction of teaching staff.

Dealing with Behaviour Issues

- To take responsibility for the management of behaviour pupil whilst covering for the class teacher and supporting less experienced colleagues seeking support of senior staff when appropriate.
- Use knowledge of different behaviour management and communication strategies and adapt existing strategies/methods as necessary to deal with disruption by pupils in class, following the agreed behaviour policy.
- Where required and suitably trained, use appropriate physical restraint techniques in accordance with relevant policies and procedures.

Monitoring levels and ordering of resources

- Monitor resource levels and contribute to the resource ordering process under the direction of teaching staff to ensure the timely availability of resources to meet the requirements of the curriculum.

- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources.

Reviewing pupils performance

- Monitor, observe, record and feedback, on pupil achievement providing objective reports/annotated lesson plans with appropriate evidence and assist in the gathering of information and in the completion of pupil profiles and records of attainment to maximise pupil development.
- Complete assessment records and complete national data requests for subject taught as required by senior staff.

Working Environments

- Job holders may carryout playground duties or outdoor learning in variable weather conditions; however, there is usually indoor play during bad weather
- Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill following agreed Health and Safety/COSHH guidance.
- Any other duty required by the Headteacher, Senior Leaders as may be reasonably required commensurate with the level of post.
- Performance Management will take place on an annual cycle.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the school.
- (b) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

Safeguarding

Hawthorn Community Primary School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including an Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the school.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The workplace will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

High Level Teaching Assistant Person Specification



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Training	<ul style="list-style-type: none"> • NVQ level 4 or equivalent in relevant subject e.g. HLTA qualification or significant experience of working with or caring for children of relevant age • English and Maths at GCSE C or equivalent • Evidence of training in a Literacy/Numeracy programme and or other curriculum or learning area. 	<ul style="list-style-type: none"> • Further CPD training undertaken. • Specialist knowledge in a particular curriculum or learning area e.g. SEN Commitment to attaining HLTA status (if do not currently hold)
Experience and Knowledge	<ul style="list-style-type: none"> • A minimum of two years experience of working with children preferably in an education setting Understanding of behaviour management strategies • Experience of leading small and large groups • Experience of interpreting lesson planning • Experience of quality feedback and marking Working knowledge of national curriculum/EYFS curriculum and other relevant learning 	<ul style="list-style-type: none"> • Experience of working with children in different key stage programmes • Experience of leading whole class sessions • Working knowledge of school behaviour management policy • Working knowledge of school marking and feedback policy • Experience of planning learning activities • Experience of mana in others • Experience of the year 6 SATS administration process
Written Application	<ul style="list-style-type: none"> • A well - constructed application. 	<ul style="list-style-type: none"> • Typed application.

High Level Teaching Assistant Person Specification



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
<p>Ability and Skills</p>	<ul style="list-style-type: none"> • Ability to work constructively as part of a team • Ability to work in partnership with class teacher to ensure consistency for pupils Effective oral and written communication skills • Ability to manage difficult behaviour in a calm and patient manner • Ability to use own initiative but also follow direction • Good organisation and time management skills. • Confident with the use of IT equipment to support learning. • Able to act as good role model to children. • Ability to organise the classroom activities • Ability to implement teaching and learning strategies 	<ul style="list-style-type: none"> • Ability to organise and lead others • Ability to help children transfer their learning to other parts of their lives Willingness to attend school training sessions
<p>Equal Opportunities</p>	<ul style="list-style-type: none"> • A commitment to equal opportunities. 	<ul style="list-style-type: none"> • Examples of good practice from their own experience.
<p>Safeguarding</p>	<ul style="list-style-type: none"> • A commitment to safeguarding children and report concerns. • Subjected to a full Disclosure and Barrier check, satisfactory references and disqualification by association form completed. • Able to form and maintain appropriate professional relationships and boundaries with children and young people. • Ability to deal with sensitive information in a confidential manner. 	<ul style="list-style-type: none"> • Recent evidence Of Safeguarding training • Knowledge of school child protection practices. • Recent first aid training

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders [Pathfinder Schools - Pathfinder Schools Vacancies](#)



Contact us

Hawthorn Community Primary School

Hawthorn Road

Kettering

Northamptonshire

NN15 7HT

01536 512204

office@hawthorn.pfschools.org.uk

<https://www.hawthornprimarykettering.co.uk>