



**Higher Level Teaching Assistant Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for learners in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and learners alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Letter from Louisa Sanghera, Head Teacher

Dear Candidate

A warm welcome to Ranikhet Academy. I am delighted that you are interested in a post at our wonderful school. Ranikhet Academy is a place where we support everyone in the community to feel Proud to Belong. We are all Ready, Respectful and Safe and Our Steps to Success help us to be our best version.

We are committed to help everyone in our school be their best version. We nurture and support our children to equip them with the skills, knowledge and attitudes they need to become confident, determined and respectful young adults who have exciting and ambitious aspirations for their futures. We are an inclusive school that celebrates diversity and difference where everyone is proud to belong.

Ranikhet Primary School opened in November 1970. It was built on land which was previously used as a farm, a golf course, allotments and an army training depot. The Royal Berkshire Regiment was based at the training depot during and after World War 2 and the depot was named 'Ranikhet Camp' after the hill station in India near the Tibetan border. The regiment had been garrisoned there in the 1920's. Ranikhet translates as 'Queen's field'. The school logo of a dragon comes from the cap badge of the Royal Berkshire Regiment. In November 2015 Ranikhet School became Ranikhet Academy, part of the REach2 Trust family of schools. The school serves a diverse community of local families and is centred at the heart of the community. There are currently proposals in place for a full refurbishment of the building making it a very exciting time for our children, families and staff. It will be extremely rewarding to be part of the refurbishment and to support the school community to give the children the building that they deserve. If this unique opportunity to join our Ranikhet family and be part of something special for our community appeals to you, you are welcome to contact me to find out more information about our school and team.

I look forward to meeting you in the near future.

Best Wishes,

**Louisa Sanghera, Headteacher, Ranikhet Academy**

# Our Cornerstones and Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Post:** **Higher Level** **Teaching Assistant (HLTA)**

**School/Location:** Ranikhet Academy, Spey Road, Tilehurst, Reading, RG30 4ED

**Start Date:** September 2024

**Salary:** RG Scale 5 (£31,364 - £36,648) FTE, Approx. Actual Salary: £26,856 per annum

**Contract Type:** Fixed term contract (Maternity cover until 31st August 2025), Full-time, Term time only (to include 5 INSET days)

We are looking for an aspiring Higher Level Teaching Assistant to join our team as soon as possible. Ranikhet Academy, part of Reach2 offers a supportive environment and your career development will be encouraged. If you’re interested in working alongside likeminded professionals who go the extra mile to provide exceptional learning opportunities for children and want to learn on the job? We want to hear from you!

**If you can answer yes to these questions then we think you should read on!**

* Do your values align with ours, ‘Equality, Respect, Kindness, Responsibility and Honesty’ as well as our mission statement, ‘Nurturing Potential, Inspiring a Generation and Excellence for All’?
* Do you hold the necessary HLTA certified qualification?
* Do you firmly believe that all children should be nurtured, happy, cared for and know that you are fighting for them?
* Do you want to work in a school where you can make a difference?

We are an **Ofsted rated ‘good’ school as reported in May 2021**, please do view our report.

**The ideal candidate will:**

* Have high expectations and believe every child can achieve
* Make learning irresistible, effective and inclusive
* Be excited about ongoing professional development, being a lifelong learner
* Actively contribute to the wider life of the school
* Have excellent interpersonal skills and be able to work well as part of a team

**For successful candidates we can offer:**

* Amazing children who want to be the best versions of themselves
* A dedicated, motivated staff
* A leadership team who works with the staff and listens to feedback
* An active school community with supportive families
* A commitment to bespoke professional development based on EEF research
* Feedback to ensure growth
* A vibrant and welcoming learning environment
* Excellent training at all levels through the school and REAch2 Academy Trust
* A recently judged ‘good’ rated ofsted school

If you believe that you have the attributes necessary to help establish and shape our school please contact the Headteacher, Miss Louisa Sanghera, (via the main office on 0118 9375520), for an informal visit where a warm welcome awaits you. Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.

**Background Information about the School**

At Ranikhet Academy we are committed to bringing out the best version of everyone. We will nurture and support children and equip them with the skills, knowledge and attitudes they need to become, confident, determined and respectful young adults who have exciting and ambitious aspirations for their futures.

Our children will achieve academic excellence through a curriculum which teaches them essential skills for life, respect for themselves and others and their environment. We will provide a range of opportunities to move learning from the short term to the long term memory, resulting in mastery of the subjects taught. Our curriculum is tailored to meet the needs of all children in order to prepare them fully for the future lives they are going to lead**.**

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [Ranikhet Academy](https://www.ranikhetacademy.co.uk/)

As a member of the REAch2 Trust, a national family of primary academies, Ranikhet Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Ranikhet Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit a REAch2 application form to **Louisa Sanghera, Headteacher** via email <recruitment@reach2.org>

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy, the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact Louisa Sanghera, Head Teacher via the school office on 0118 937 5520

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:** | Friday 28th June 2024 at 12pm (midday) |
| **School visits:** | Encouraged and warmly welcomed, please contact school office to arrange |
| **Interviews:** | TBC |
| **Contract details:** | Fixed term contract (Maternity cover until 31st August 2025), Full-time, Term time only (to include 5 INSET days) |
| **Salary:** | RG Scale 5 (£31,364 - £36,648) FTE  Approx. Actual Salary: £26,856 per annum |
| **Start date:** | September 2024 |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard learners and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our learners.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

**Job Description**

**Post:**  **Higher Level Teaching Assistant**

**Salary:** RG scale 5 (£29,439-£34723)

**Core Purpose**

The Primary focus of the post will be to provide cover throughout the school, and work under the professional direction of a teacher as part of the professional team to support learning activities for pupils. Within an agreed system of supervision the HLTA would deliver lessons set by or with teachers and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.

The post holder will be expected to progress pupils’ learning and to assess, record and report on development, progress and attainment as agreed with the teacher

**Responsibilities**

**PRINCIPAL ACCOUNTABILITIES:**

* Organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives to ensure pupil progress and development.
* Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
* Support the role of parents in pupils’ learning and lead meeting with parents to provide constructive feedback on pupils’ progress to ensure pupils achieve their best results.
* Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils’ self control and independence to ensure good behaviour and respect for others is maintained.
* Use detailed knowledge and specialist skills to support pupils’ learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.
* Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain an safe and secure learning environment.
* Contribute to the overall work/aims of the school and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils
* Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.

**NECESSARY EXPERIENCE:**

* Successful relevant experience of working with children of relevant age within a learning environment.
* Have an HLTA accredited qualification
* Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.
* Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
* Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.
* Must be flexible with effective time management skills.
* Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
* Have a creative approach to problem solving and use this to inspire and motivate pupils.
* Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing

**JOB CONTEXT:**

Support staff in schools make a strong contribution to pupils’ learning and achievement. Teachers’ professional training, knowledge and experience enable them to take overall responsibility for pupils’ learning. They are not, however, required to take sole responsibility for every aspect of each lesson that is taught. The HLTA’s provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. HLTA’s contribute to pupils’ learning and will have a significant impact on pupils’ achievement.

You may be expected to work effectively with individual pupils, small groups and whole classes under the direction of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. You would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have excellent communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications** | | |
| HLTA status with experience of teaching classes or equivalent. | **\*** |  |
| To be able to demonstrate levels of Numeracy and Literacy equivalent to GCSE C or higher | **\*** |  |
| Knowledge and understanding of HLTA Standards | **\*** |  |
| Knowledge and understanding of relevant policies, codes of practice and legislation including safeguarding | **\*** |  |
| Knowledge and understanding of Behaviour management strategies | **\*** |  |
| Knowledge and understanding of the National Curriculum | **\*** |  |
| **Experience and Skills** | | |
| Working in schools for a minimum of 3 years | **\*** |  |
| Teaching whole classes | **\*** |  |
| Demonstrate the HLTA standards | **\*** |  |
| Be able to support the teacher in planning effective activities for pupils at risk of underachieving | **\*** |  |
| Develop their knowledge through the evaluation of their own learning needs | **\*** |  |
| Work independently | **\*** |  |
| Work well as a part of a team and organise be able to organise other adults in the classroom | **\*** |  |
| Calm under pressure and able to adapt to change quickly | **\*** |  |
| Communicate effectively with parents | **\*** |  |
| Maintain appropriate professional boundaries with children, parents and staff | **\*** |  |
| Maintain appropriate levels of confidentiality | **\*** |  |