



LINCOLN ANGLICAN  
ACADEMY TRUST  
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Spalding Parish Church of England Day School  
**Higher Level Teaching  
Assistant**



# Higher Level Teaching Assistant



## SALARY

Grade 5, Point 12 - 15 £25,119- £27,803 FTE  
£16,040.40 - £17,754.34 (Pro rata)

## HOURS

27.5 hours per week, 39 weeks per year (Term time plus inset days)

## START DATE

Monday 3<sup>rd</sup> June 2024

## LOCATION

Spalding Parish Church of England Day School

## APPLICATION DEADLINE

Tuesday 16<sup>th</sup> April 2024 (noon)

## INTERVIEWS

WC Monday 22<sup>nd</sup> April 2024

For an informal discussion about the role, or to arrange a visit, Please contact Spalding Parish Church of England Day School for an informal discussion on 01775722333 or by email [recruitment@spaldingparish.laat.co.uk](mailto:recruitment@spaldingparish.laat.co.uk)

Please go to [My Trust Careers](#) to apply



## Welcome from the CEO of The Trust – LAAT

### Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst  
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.





## What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'



## Want to find out more? Join us at our 2024 Trust Careers Fayre!

**Time and Date:** Thursday 18th April 5.30pm to 7.30pm

**Location:** William Lovell Church of England Secondary PE22 8AA

- School Tours
- Representatives from Schools and Central Trust Team to talk to
- Refreshments available

This is an opportunity to get to know us, find out more about careers in the Trust and ask any questions that you may have.

Please contact [colleagueservices@laat.co.uk](mailto:colleagueservices@laat.co.uk) for more information.





## You are the God who sees me (Genesis 16:13)

### We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
  - Over 70 online courses to support development
  - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
  - Free of charge counselling sessions
  - Free of charge physiotherapy
  - Personalised wellbeing coaching
  - Virtual GP - Accessible by smart phone, or computer with same day appointments



# About Spalding Parish Church of England Day School

A very warm welcome to Spalding Parish Church of England Day School (SPCEDS). SPCEDS is a large three form Voluntary Aided Church of England Primary School in Spalding south Lincolnshire with close links to the Parish Church of St Mary and St Nicolas. As an inclusive church school, we take pride in developing the spiritual and moral education of all children based on basic Christian principles.

## Mission statement

Our Christian values-based school imparts knowledge, celebrates curiosity and creativity, encourages growth and use of initiative and builds cultural capital through an inspiring, broad and engaging curriculum, where learning is at the heart of all we do. Our children learn to become resilient and self-assured in a safe, inclusive and nurturing community. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens and enabling them to make a difference within the local community and within a modern world.



## Vision

Wholly inclusive, striving for fulfilment, empowering the flourishing of our world.

- Love and care – God meets people where they are and deeply loves and cares for each one exactly as they are. Our inclusive community honours each person and ensures they know they are valued and valuable. **INCLUSIVE**
- Potential (gifts) – We are all made in the image of God with unique potential to fulfil. Through challenge and support, we seek to do this for every member of our school community. **FULFILLING**
- Making a difference – God seeks the flourishing of all. Working together, we strive to realise this for each person, for our whole school community and for our world. **FLOURISHING**





## Job Description

To complement the teachers' delivery of the national curriculum and contribute to the development of other students, school policies and strategies.

To provide support for students, the teacher and the school to raise standards of achievement for all, by utilising advanced knowledge of planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff and assist on the whole planning cycle and the management and preparation of resources.

To provide support for the student's welfare and support the inclusion of students in all aspects of school life.

To supervise whole classes during short-term absence of teachers.

### Key Tasks and Responsibilities

Plan and prepare lesson with teachers, participating in all stages of the planning cycle, including evaluating and adjusting lesson plans.

Develop and prepare resources for learning activities.

Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Within an agreed system of supervision and within lesson framework, teach whole classes covering PPA.

Provide detailed verbal and written feedback on lesson content, student responses to learning and student behaviour, to teachers and students.

Motivate and progress students' learning by using clearly structured interesting teaching and learning activities.

Be familiar with lesson plans, IEP targets and learning objectives.

Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.

Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Assist teachers in evaluating progress through a range of assessment activities.

Assist in maintain and analysing records of students' progress.

Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other support staff.



Recognise and challenge any incident which forms abuse of equal opportunities, ensuring compliance with relevant school policies.

Understand and implement school child protection policies and comply with legal responsibilities.

Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

### Other

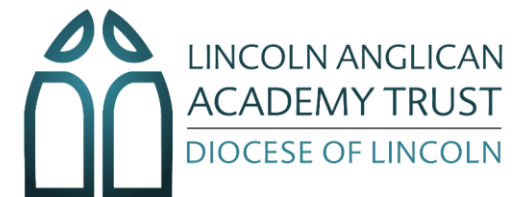
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

**The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, or disability.**



# Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

## Training/Qualifications/Experience

	Essential	Desirable
5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent)	*	
Have HLTA status (or qualified teacher status) or similar experience	*	
Other relevant qualifications (e.g. Foundation degree in Education)		*
Experience of working within a Secondary School	*	
Recent experience of working with children of relevant age and contributing to learning and development	*	
NVQ in supporting teaching and learning		*
Previous experience of working as a HLTA		*
Planning and teaching individuals, groups and whole classes	*	
Training or expertise in a specialist curriculum area (eg ICT, maths or literacy)		*

## Professional knowledge and understanding

HLTA standards	*	
Relevant policies, codes of practice and legislation including safeguarding		
Understanding of planning requirements for pupils of differing ages and abilities	*	
Experience and knowledge of implementing effective behaviour management strategies	*	
Multi agency working		*
First Aid		*

## Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	



### Personal and Professional Skills and Attributes

Have effective oral and written communication skills	*	
Ability to form effective professional relationships including team working	*	
Have good organisational and time management skills	*	
Have sound ICT skills and the ability to apply this as required	*	
Be able to plan effective activities for pupils at risk of underachieving	*	
Develop their knowledge through the evaluation of their own learning needs	*	
Be able to work independently	*	
Remain calm under pressure and be able to adapt to change quickly	*	

### Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

### Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

### Other – Candidates should:

Be a positive role model	*	
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## THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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# Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

**Transparency** – we will treat you with respect, honesty, and fairness.

**Protecting your privacy** – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

**Showcasing talent** – we'll provide a good opportunity for you to share your skills, experience, and potential.

**Feedback** – we will provide constructive feedback professionally.

**Listening** – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education 2023, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

