



BIRKENHEAD
HIGH SCHOOL ACADEMY

GDST
GIRLS' DAY SCHOOL TRUST



Application Pack

Higher Level Teaching Assistant (HLTA) Junior School

Fixed Term

Full time – Term time only

Birkenhead High School Academy

Principal: Mrs Rebecca Mahony

86 Devonshire Place, Prenton, Merseyside CH43 1TY

Phone: 0151 652 5777

Email: bhsa@birkhs.gdst.net

Website: www.birkenheadhigh.gdst.net



Welcome to Birkenhead High School Academy

Dear Applicant

Thank you for your interest in the role of Higher Level Teaching Assistant at Birkenhead High School Academy.

Birkenhead High School Academy is unique on Wirral as a 3-19 girls state academy. We are a thriving, all through learning community, embracing core traditional values with a firm eye on the ever changing future. Our overall school direction can be encapsulated in three words: challenge, opportunity and partnership. Girls are encouraged to be challenged, take risks and to develop a life-long love of learning. They are given every opportunity to develop in to fearless, confident and responsible young women. We foster a family community within the school and also we are very much part of the GDST wider family, sharing their aims as pioneers and shapers of girls' education. BHSA students are strong members of this movement, with our girls benefitting from and contributing to the GDST's extensive network.

We firmly promote the all through approach to education, with the Junior School's "Grow, Flourish, Think" model seamlessly blending in with the Sixth Form "Aspirational, Inspired, Independent" message.

We have the highest standards in achievement, attendance, appearance and conduct. Our girls have access to outstanding levels of support both on the academic and pastoral front, coupled with plenty of stretch and challenge. Our high aspirations culture and ethos permeates both in and outside of the classroom and girls are encouraged to take advantage of our extensive enrichment programme and the plethora of GDST activities throughout their time at the school.

Yours faithfully



Rebecca Mahony
Principal

Ofsted says:

"High expectations and aspirations are promoted by teachers. Girls respond with enthusiasm and consistently make good and better progress. At the heart of this outstanding provision are the uniformly high-level skills and commitment of teachers and teaching assistants. Teachers have a very sharp focus on progress."

Ofsted says:

"This academy is a wonderful and highly effective learning community. Girls from three years of age to 19 grasp opportunities to embrace learning. They espouse respect and responsibility, cooperation, self-confidence and hard work. Leaders, staff and governors should be proud of the transformation they have wrought in this academy over the last three years."

Higher Level Teaching Assistant (HLTA)

Required for January 2022

Full time – Term Time plus 10 days (5 of which are INSET days)

Fixed Term Post until August 2022

43.6 weeks per year

Grade 4 of Academy Trust Pay Scale for Support Staff. Salary- £22,183 per annum, pro-rata. Actual salary- £18,600

This is an opportunity for an outstanding Higher Level Teaching Assistant, to join a beacon of excellence in girls' education in our Junior School.

The successful candidate will be an enthusiastic and highly motivated individual eager to make a positive contribution to the aspirational vision for this thriving academy.

They will be a dynamic and innovative practitioner who is passionate about their area of work and the impact it can have on a young person's development and all-round education.

They will also be someone who values working as part of a team ensuring the highest possible standards of achievement and attainment.

BHSA is an all through 3-19 years girls' academy sponsored by the Girls' Day School Trust, and is, and will continue to be, a highly successful centre of education where every student matters, where expectations of all members of our community are high and where personal achievement and fulfilment are valued and sought after.

BHSA promises the highest level of academic provision alongside an extensive programme of enrichment activities, and all within a friendly and supportive family environment.

BHSA places a high value on CPD and supports all staff in accessing top quality training.

Completed applications can be emailed directly to: g.weber@birkhs.gdst.net

Should you require any further information please contact the School Office on: 0151 652 5777

Closing date for applications: 9.00am on Friday 10th December 2021.

Interviews will be held: Wednesday 15th December 2021.

References for shortlisted candidates will be requested prior to interview.

If you have not heard from us by Monday 13th December 2021, you should assume you have not been shortlisted for interview on this occasion.

We are committed to the safeguarding of children and child protection screening will apply to this post.



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Job Description – Higher Level Teaching Assistant - (HLTA) – Grade 4

Job Purpose	To complement the professional work of teachers by taking responsibility for supporting pupils with SEND or pupils who require in-class or out-of-class support. This will involve planning, preparing and delivering learning or assessment activities for individuals or small groups; it may also involve supervising whole classes.
Accountable to:	SENDSCO and/or Head of Junior School
Accountabilities	<p>1. Support for Pupils</p> <ul style="list-style-type: none">• To promote pupils' development in a safe, secure, challenging environment.• Ensure all pupils are appropriately supported in their learning be it academic, practical, behavioural or social, by adopting intervention strategies as directed by the class teacher, SENDSCO or JLT member or external agencies.• To have regard for the safety and well-being of the pupil at all times.• To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible.• Establish productive working relationships with pupils, acting as a role model and setting high expectations.• To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.• To focus on individual pupils to ensure their needs are being met within the group.• To promote independence and employ strategies to recognise and reward achievement of self-reliance.• To encourage inclusion within the classroom.• To encourage pupils to interact with others and engage in activities led by the teacher.• To assist in the supervision of pupils in class and out.• To provide individual and/or small group support both inside and outside the classroom which may include support around study skills, emotional support, speech and language skills or further curriculum support.• To provide feedback to pupils and teachers in relation to progress and achievement. <p>2 Support for Teachers</p> <ul style="list-style-type: none">• To liaise with teachers regarding the daily/weekly programme of activities and events.• To be aware of pupil problems/progress/achievements and report to the teacher as agreed.• Contribute to discussions with teachers on the development of work for pupils with SEND, in order to further support learning.• Liaise with teaching staff in order to ensure the effective delivery of the curriculum for all pupils and to help raise standards of achievement.• To support pupil record keeping as requested.• To provide clerical support e.g. photocopying, filing or other administrative tasks using ICT software.• To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.• When required, provide cover for whole classes.

	<p>3. Support for the School</p> <ul style="list-style-type: none"> • To work alongside the SENDCO and other professionals in assessing children's progress/needs. • To assist with the general supervision of pupils during breaktimes, lunchtimes and/or when required. • Establish constructive relationships and communicate with other agencies/professionals as appropriate to support pupils. • To work as a member of the staff team in all relevant activities to develop the school. • To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school. • Prepare work and activities in advance of the lesson, in order to ensure that the learning resources required are effective and accessible in order to achieve the learning outcomes. • Recognise own strengths and areas of specialist expertise and use these to advise and support others. • To be aware of all Health & Safety issues and be fully competent in Safeguarding procedures. • To treat all information relating to a pupil as strictly confidential, and refer all enquiries, other than from professionals, to the Principal/Head of Junior School. • To be a proactive member of the school and support the inclusion team. • To attend relevant professional development to update knowledge. <p>4. Support for the Curriculum</p> <ul style="list-style-type: none"> • To prepare and undertake specific activities and supporting pupils to understand instructions and in respect of any learning strategies. • To support pupils in using basic ICT as directed, developing pupil's competence and independence in its use. <p>5. General</p> <ul style="list-style-type: none"> • The Higher Level Teaching Assistant may be called upon to perform other duties that the Head of Juniors considers reasonable, that are commensurate with the grading and designation of the post.
General requirements	<p>All academy staff are expected to:</p> <ul style="list-style-type: none"> • Work towards and support the academy vision and the current academy objectives outlined in the Academy Development Plan. • Contribute to the academy's programme of extra-curricular activities. • Support and contribute to the academy's responsibility for safeguarding students. • Work within the academy's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the ATB's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process, and training and development opportunities available. • Adhere to policies as set out by the ATB. • Undertake other reasonable duties related to the job purpose required from time to time.
Review and Amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person Specification – Higher Level Teaching Assistant - (HLTA)

Skills Required

Ability to demonstrate active listening skills.	Essential
Ability to use language and other communication skills to which children can relate.	Essential
Ability to empathise with the needs of children.	Essential
Ability to work effectively with other colleagues.	Essential
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes.	Essential
Ability to undertake observations of individual children and liaise/feedback to the teacher.	Essential

Knowledge Base

A good standard of education, particularly in English and Mathematics.	Essential
Knowledge of appropriate First Aid procedures.	Desirable
Knowledge of National Curriculum requirements for the age of the pupils.	Essential
Knowledge of the use of basic technology i.e. photocopier, computer, DVD and digital camera.	Essential
Knowledge of Child Protection issues.	Essential
Knowledge of issues relating to pupils with SEND, including speech and language.	Desirable
Full working knowledge of relevant policies/codes of practice/legislation	Essential

Qualifications/Attainment

Evidence of attainment in a recognised HLTA qualification or equivalent NVQ L4 qualification	Essential
Numeracy and Literacy equivalent to GCSE (A-C or 4-9).	Essential
Training in relevant learning strategies for pupils with a range of needs.	Desirable
Evidence of attainment or training in Child Protection issues/procedures.	Essential
Willingness to participate in further training and developmental opportunities offered.	Essential
An ability to plan and teach groups of pupils.	Essential

Experience

Relevant experience in an educational establishment/setting.	Essential
Demonstrable evidence of establishing positive relationships with children.	Essential
Demonstrable evidence of experience in supporting children in a learning environment.	Essential
Experience of working with children with SEND.	Desirable

Attitude/approach

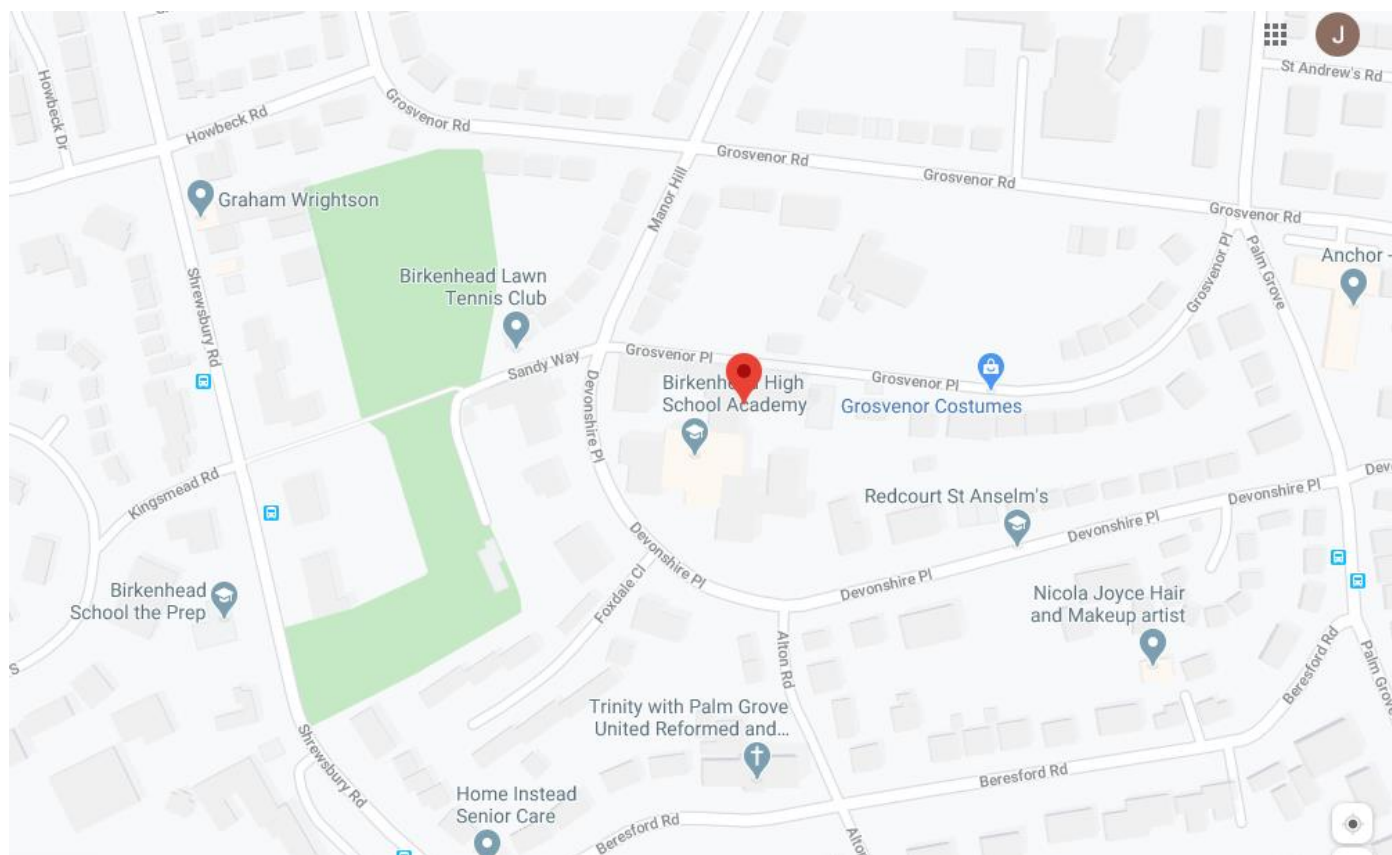
Willingness to be professionally discreet & maintain confidentiality on all academy matters.	Essential
Willingness to adopt a flexible approach to all directed tasks.	Essential
Willingness to work as part of a team.	Essential



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HOW TO FIND US



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