



## Candidate Information Pack

# Permanent Higher Level Teaching Assistant (HLTA)

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### Trust Prayer

Heavenly Father

Let peace, friendship and love grow in our schools

Send the Holy Spirit to give:

Excellence to our learning

Love to our actions and

Joy to our worship

Guide us to help others

So that we may all

Learn, Love and Achieve, Together with Jesus.

Amen

# Letter from Executive Headteacher & Head of School

Dear Applicant

I am delighted to inform you that St. Thomas' CE is currently seeking to appoint a dedicated and passionate individual to the position of Higher Level Teaching Assistant. This is an exciting opportunity to join our school community and contribute to our commitment to excellence in both academic and pastoral care.



At St. Thomas' CE, we take great pride in our inclusive and supportive environment, where every child is valued and encouraged to reach their full potential. Our strong sense of community and our dedication to providing the highest standards of education and pastoral support are central to everything we do.

As a member of St. Thomas' CE, you will also have access to the wider support and opportunities offered by our multi-academy trust (Liverpool Diocese Schools Trust). This includes exciting opportunities for networking and training, allowing you to develop your skills and expertise and further your career in education.

As a Higher Level Teaching Assistant (HLTA) in St. Thomas', you will play a vital role in supporting the learning and development of our students. Your main responsibilities will include covering classes in the absence of teachers, ensuring that the learning continues seamlessly. You will also provide valuable support to teachers in planning and delivering lessons, as well as assisting with the assessment and progress tracking of students. Additionally, you will have the opportunity to work with small groups and individual students, providing targeted intervention and support where needed. As an HLTA, you will be a key member of our team, contributing to the overall success and well-being of our school community.

If you are somebody with an established reputation for raising standards, coupled with relentless drive and commitment then we want to hear from you. Visits to the school are encouraged and welcomed and can be arranged by contacting our school office. If you wish to discuss the post or find out more about the school, then please contact the school to speak to a member of our senior leadership team.

Yours sincerely,

Mr. Mark Ward  
(Executive Headteacher)

*Jesus grew in wisdom and stature*

# About Liverpool Diocesan Schools Trust

## We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

**Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.**

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.
- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**

- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

## Our Core Values

### We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

### We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

### We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

### We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

**We are a fully inclusive organisation and encourage applications from individuals from minority communities.**



## About St Thomas C of E Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in July 2013, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

## Job Description

Title:	Higher Level Teaching Assistant (Permanent)
Salary:	Grade F Point 12 – 19 £26,421 - £29,777 FTE – <b>Actual £17,483.42 -£19,704.17</b>
Hours:	Full time (28.3 hours)
Accountable to:	Head of School / Executive Headteacher
Location:	St Thomas C of E Primary School

### Main Duties

As a Higher Level Teaching Assistant (HLTA) at our primary school, you will play a vital role in supporting the learning and development of our students. Your main responsibilities will include covering classes in the absence of teachers, ensuring that the learning continues seamlessly. You will also provide valuable support to teachers in planning and delivering lessons, as well as assisting with the assessment and progress tracking of students. Additionally, you will have the opportunity to work with small groups and individual students, providing targeted intervention and support where needed. As an HLTA, you will be a key member of our team, contributing to the overall success and well-being of our school community.

### Higher Level Teaching Assistant

- Covering classes in the absence of the teacher, delivering pre-prepared lessons and ensuring the continuation of learning.
- Providing support to teachers in planning and delivering lessons, including preparing materials and resources.
- Assisting with the assessment and progress tracking of students, providing feedback to teachers where necessary.
- Working with small groups and individual students, providing targeted intervention and support to help them achieve their learning goals.
- Supporting the inclusion of all students in lessons, including those with special educational needs and disabilities.
- Promoting positive behavior and attitudes to learning within the classroom.
- Contributing to the wider life of the school, including participating in school events and activities.
- Undertaking any other duties as directed by the Senior Leadership Team to support the effective running of the school.

### Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.

- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

## Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.

## Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

## Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.

- To encourage parents to understand the importance of their role in their child's education.
- To make home visits as and when required.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time**

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

# Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- > Champion and role model a culture of high aspirations and high expectations
- > Work flexibly to meet the changing demands and priorities
- > Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- > Engage with and promote the aims and objectives of both the school and LDST

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
<b>Qualifications and Experience</b>	<p>Hold relevant qualifications at a level equivalent to at least HLTA</p> <p>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C)</p> <p>Experience of working in a school setting (voluntary or paid).</p>	<ul style="list-style-type: none"> <li>• Experience of teaching in different key stages including EYFS</li> <li>• Evidence of specialism in specific curriculum areas</li> <li>• Willingness to participate in other development and training opportunities</li> <li>• First Aid training/training in specific medical procedures.</li> <li>• Experience of Read Write Inc &amp; phonics teaching</li> <li>• Experience / training in SEND (including ASD)</li> </ul>

<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Ability to observe and monitor progress, and maintain records</li> <li>• Able to maintain confidentiality</li> <li>• Willingness to support additional offsite educational activities</li> <li>• Have good communication and expressive skills.</li> <li>• Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards</li> <li>• Liaise and communicate effectively with others</li> <li>• Demonstrate good organisational skills</li> <li>• Work with an individual or a group</li> <li>• Teach new concepts as agreed with the class teacher</li> <li>• Implement strategies for developing writing, reading, and number skills</li> <li>• Extend children’s thinking skills</li> <li>• Assess children’s understanding</li> <li>• Discuss with children their understanding of learning objectives;</li> <li>• Suggest ways of developing their learning;</li> <li>• Able to develop good personal relationships within a team</li> <li>• Able to establish and develop positive relationships with parents, governors and the community</li> </ul> <p><b>knowledge and understanding of:</b></p> <ul style="list-style-type: none"> <li>• Supporting children with Special Educational Needs including Autism</li> <li>• The Primary school curriculum and other basic learning programmes</li> <li>• How to support children in literacy and numeracy</li> <li>• How children learn and how to motivate them</li> <li>• Child development and the ways in which children learn</li> <li>• The roles played by various adults in a child’s education</li> <li>• Knowledge of relevant policies/codes of practice and awareness of legislation</li> <li>• Aware of safeguarding procedures and how to provide a safe environment for children</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake extra-curricular clubs e.g. sports.</li> <li>• Ability to use ICT to support learning</li> <li>• Behaviour management strategies</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Able to enthuse and inspire</li> <li>• Willingness to be flexible</li> <li>• Willingness to contribute to the wider school</li> <li>• Energy and a good sense of humour</li> <li>• High personal and professional standards</li> </ul>	

	<ul style="list-style-type: none"> <li>• Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equal opportunities</li> </ul>	

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.**



## How to Apply

### Application Process

The application process for this role is a 2 stage process:

- Application form and covering letter
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [gill.mccaldon@ldst.org.uk](mailto:gill.mccaldon@ldst.org.uk) or contact the school office on 0151 531 9955.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: Monday 3<sup>rd</sup> June 2024**

**Interview Date: TBC**

**Start Date of Post: 1<sup>st</sup> September 2024**

*Jesus grew in wisdom and stature*

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