



Nexus Education Schools Trust

Farnborough Primary
School

HLTA

Recruitment Pack Jan 2022



Job Advert

Nexus Education Schools Trust

Farnborough Primary School are recruiting an experienced **Higher Level Teaching Assistant** to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. You will need to be caring, hardworking, willing to undergo training and most of all, enjoy working with children. **You must have prior experience of working as an HLTA and leading a class.**

Salary	Commensurate with experience BR5-6 (£21,237-£24,705 pro-rata)
Location	Farnborough Primary School Farnborough Hill Farnborough BR6 7EQ Tel: 01689 853295 www.farnborough.bromley.sch.uk
Hours	Permanent, 30 hours a week, term time only, 39 weeks per year.
Reports to	Class Teacher/Senior Leadership
Start Date	From 21 February 2022
Closing Date	12pm on 13 February 2022
Interview Date	Week commencing 7 February 2022

Farnborough Primary School is a welcoming one form entry school providing a family atmosphere in a community where every child is known as an individual. Parents and staff work together to help us achieve the best possible outcomes.

The school is rated **Outstanding** by Ofsted, *"Pupils' excellent attitude to their learning and exemplary behaviour around school help them achieve to high levels and result in very harmonious relationships between pupils and adults."*

At **Farnborough**, our vision is for children to become independent, confident learners who strive to reach their full potential and develop a life-long love of learning. We believe that children learn most effectively when they feel safe, happy and valued. We provide a broad and balanced curriculum to enthuse our children; we celebrate not only academic success but nurture the whole child.

Nexus Education School Trust (NEST) is a growing Multi Academy Trust, presently with 11 primary schools across the London Borough of Bromley. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST is an exceptional and distinctive learning community

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed”.

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We can offer:

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Staff benefits including cycle to work, and technology scheme

Applications should be emailed by 12pm on 3 February 2022 to Lisa Bromley - lbromley@nestschools.org.

Mission, Vision and Values

Nexus Education Schools Trust

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most – raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles;

Nurture, Educate, Succeed and Transform and the values we agree as members of the organisation – in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.



WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools and extended services as the Trust now includes:-

Alexandra Infant School
Alexandra Junior School
Balgowan Primary School
Bickley Primary School

Farnborough Primary School
Highfield Infants' School
Highfield Junior School

Manor Oak Primary School
Perry Hall Primary School
Pickhurst Infant Academy
Worsley Bridge Primary School

Thames South Teaching School Hub

The Trust academies are all based in the London Borough of Bromley, all schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils 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,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards,



Paula Farrow
CEO
Nexus Education Schools Trust

Role

Post	Higher Level Teaching Assistant
Responsible to	Class Teacher/Senior Leadership
Salary Range	Scale BR5-6 (£21,237- £24,705 pro-rata)
Location	Farnborough Primary School

We are looking for an experienced HLTA to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. You will be required to provide PPA cover and carry out interventions. **Previous experience of working as an HLTA and leading a class is essential.**

HOURS

The post is permanent, 30 hours a week for 39 weeks a year.

ANNUAL LEAVE

The leave year runs from 1 September to 31 August. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



Job Description

Higher Level Teaching Assistant

Main purpose of the job:

The Teaching Assistant will be a member of a multi-disciplinary team, working under the leadership and supervision of the teacher/senior staff. They will work undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

- To assist teachers in ensuring all pupils 'continuing educational development through establishing constructive relationships and contributing to Individual Education/Behaviour Plans.
- To assist teachers in fostering attractive learning environments to ensure pupils spend their school life in stimulating surroundings.
- To prepare, maintain and use equipment/resources required to meet lesson plans and/or relevant learning activity and assist pupils in use.
- To ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.

Key responsibilities and tasks:

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety.
- Establish constructive relationships with pupils, acting as a role model, and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in learning activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- 5-Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities, monitoring pupils' responses to these, accurately recording achievement/progress and report to the teacher as agreed.
- Monitor the pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on the pupils' achievement, progress, problems etc.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Establish constructive and supportive relationships with parents/carers and pupils.
- Undertake routine marking of pupils' work and occasionally administer routine tests.
- Provide clerical/admin support, eg. photocopying, typing, filing, etc
- Provide emergency cover for sessions as required.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

- 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 policies and procedures relating to safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required and be part of the pupil's annual review.
- Participate in training and other learning activities and performance development as required.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.
- The Trust 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.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.

The Trust 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. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification

Higher Level Teaching Assistant

The successful candidates will have:

Essential Knowledge and Experience

- Working with or caring for pupils of relevant age.
- Working with pupils with additional needs.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Skills and Abilities

- Very good numeracy/literacy skills
- Effective use of ICT to support learning
- Use of other equipment technology – interactive whiteboard, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults

The Desirables:

- First Aid training.
- NVQ2 or equivalent for Teacher Assistants or equivalent experience or qualifications.
- Ability to communicate with external agencies who will come in to review the pupil's progress.

Personal Qualities

- Good organisational and timekeeping skills
- Have the ability to use initiative and make decisions in collaboration with line manager
- Motivated to develop own practice
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience

Application Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

Whilst it is our preference to hold interviews face-to-face, the on-going pandemic may lead us to decide to hold these remotely via Zoom or Microsoft Teams. Should interviews progress on a face to face basis, each candidate will be required to undertake a personal risk assessment so that we can ensure all appropriate health and safety protocols are in place.

We will use a variety of assessment tools during the assessment process, these may include:

- role-play
- presentations
- group exercises
- written exercises
- aptitude/ability tests
- personality questionnaires
- job trials

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2021)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2021.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;

- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.