



WE ARE ASTREA

**HIGHER LEVEL TEACHING ASSISTANT
APPLICANT BRIEF**

HEXTHORPE PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Principal

Dear Candidate,

We are delighted that you are interested in applying for this role at Hexthorpe Primary Academy. Hexthorpe Primary is a highly popular academy, with a warm, caring, friendly ethos, serving a diverse community. We truly believe that our role in school is to inspire the pupils and one another beyond measure.

We currently have over 400 pupils on roll, with capacity for 682 as the school continues to grow. The building has 22 classrooms, superb facilities and an exciting curriculum, which our pupils thoroughly enjoy. Parents actively support their children and engage in many aspects of school life. We would love for you to visit our school so you can see for yourself what a great place Hexthorpe Primary Academy truly is.

We are keen to hear from you if you:

- Care about children and enhancing their academic and social experiences
- Are highly motivated and enthusiastic
- Are creative and innovative and effective communicator
- Are committed to your own professional learning
- Can demonstrate high standards in yourself and your work and expect high standards from others
- Are able to demonstrate enthusiasm and flexibility with the capacity to contribute to the wider aspects of the school life
- Are committed to your own professional learning and are reflective in your practice
- Are aspirational for yourself and the academy

We can offer you:

- Enthusiastic and caring children who are keen to learn and parents who show a keen interest in the education and welfare of their children
- Commitment to your continuing professional learning and career development
- Well-resourced working environment
- Hardworking team who are committed to promoting high achievement across the curriculum and school
- Good humoured, industrious, highly skilled and enthusiastic staff team
- Supportive and effective leadership

Looking forward to hearing from you!

Jeni Harrison
Principal at Hexthorpe Primary Academy



JOB DESCRIPTION

SALARY	£22,571 pro rata (Grade 7 Point 12)
CONTRACT TYPE	Permanent
WORKING PATTERN	Term time only plus 5 days
HOURS PER WEEK	30 hours

Purpose

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

Key Accountabilities

- Supporting the Pupil
- Supporting the Curriculum
- Supporting Teaching and Learning
- Supporting the School

Key Responsibilities

Supporting the Pupil:

- To plan, deliver and implement work programmes to individuals, groups and classes of pupils under the direction and supervision of the teacher, enabling them to achieve maximum access and participation in the National Curriculum.
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- To promote the inclusion and acceptance of all pupils within the classroom.
- To encourage pupils to interact and work co-operatively with others.
- To promote independence, confidence and self-esteem.
- To provide feedback to pupils in relation to progress and achievement.

Supporting the Curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.



- To be responsible for the management of stock levels and regular audit of resources linked to key subject covered through PPA and also interventions.

Supporting Teaching and Learning:

- To cover for teacher's PPA time, including lesson planning (subject determined by SLT), delivery and marking ensuring accurate recording of achievements and progress.
- To undertake short-term cover in the absence of the teacher.
- When not covering PPA or delivering interventions to work under the direction of the teacher and to be involved in the planning, monitoring and evaluation of pupil learning.
- To assist, with the class teacher (and other professionals as appropriate), in the development of suitable programmes of support (Individual support plans).
- To contribute to the maintenance of pupils' progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the pupils to the teacher.
- To assist in maximising the use of ICT in the learning process under the direction of the class teacher.
- Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement in line with school policy.
- Support and guide colleagues to select the most appropriate learning methods and resources to meet the needs of the learners.

Supporting the School

- To be aware of, and comply with **all** school policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection etc. Report all concerns to an appropriate person.
- To contribute to the overall vision/ethos/work/aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To contribute to reviews of pupils' progress, as appropriate.
- To attend all relevant in-service training.
- To undertake out of school learning activities as required e.g. school visits, swimming lessons etc.
- To carry out break duty supervision in accordance with the rota.
- To carry out tasks as required to support the smooth and efficient running of the classroom and school.
- To carry out any other tasks as reasonably directed by the Head Teacher.



PERSONAL SPECIFICATION

Experience

- Previous successful experience in a primary school setting
- Experience in relevant type of school/academy
- Evidence of contributing to extra-curricular activities (desirable)

Qualifications and Skills

- HLTA status or working towards
- Level 3 NVQ qualifications or equivalent
- GCSE grade C or above in maths and English
- An understanding of the educational development of pupils
- Knowledge of the primary curriculum
- Understanding and experience of assessment systems
- A clear understanding of supporting learning in the classroom
- Degree (desirable)

Behaviours

- Ability to demonstrate effective behaviour management strategies
- An understanding of the educational development of pupils
- Knowledge of the primary curriculum
- Willingness and ability to pursue professional learning/ qualifications for the post
- A commitment to inclusion and pupil wellbeing
- High expectations of self and others with a Professional demeanour
- Ability to relate well to children and adults
- Effective interpersonal skills
- Effective organisational skills
- Calm, positive and ability to work under pressure
- Confidence and commitment
- A willingness to multi task

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org