

MURRAY PARK SCHOOL



APPLICANT INFORMATION PACK

HIGHER LEVEL TEACHING ASSISTANT (HLTA) PART-TIME 30 HOURS PER WEEK

APPLICATION DEADLINE: FRIDAY 20TH MAY 2022 9AM

INTERVIEW DATE: THURSDAY 26TH MAY 2022

START DATE: ASAP SUBJECT TO SAFER
RECRUITMENT CHECKS

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk

OUR HEAD TEACHER



MRS N. CALEY

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. NQTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.



“As a new member of the Murray Park team I was warmly welcomed by the entire school community, students, colleagues and parents alike. We really are proud to be here”. (Mr Hagen - AHT KS3 Achievement)



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our curriculum enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own health and wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1030 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to recruitment@murraypark.derby.sch.uk The application letter should be no longer than 2 sides of A4, Arial font size 11. CVs only will not be accepted

"The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you." (Mr Gregory - AHT KS4 Achievement)



JOB ADVERT

Title: Part-Time Higher Level Teaching Assistant (HLTA)

Hours: 30 hours per week (39 weeks: term time only). Hours to be arranged with line manager.

Salary: NJC Points 14-17 : Actual Salary £16,374-£17,383

Responsible to: SENDCO

Framework: to work within the framework of the NJC pay and conditions (30 hours per week during term time) current legislation and policies of the school.

What are we looking for?

This is an exciting opportunity to join Murray Park School. The school seeks to appoint an enthusiastic, dynamic and committed part-time higher level teaching assistant. The ideal candidate will be highly motivated and an excellent classroom assistant who is committed to student success and development. The successful candidate will join a hardworking; forward thinking and supportive department at an exciting time.

Why work at Murray Park School?

As a member of staff at Murray Park School we can offer:

- Excellent professional development opportunities.
- A friendly and supportive working environment.
- Excellent learning resources.

How to Apply

Employed staff at Murray Park do not need to complete an application form but should send a letter of application of no more than 2 sides of A4. All other candidates should complete a support staff (non teaching) application in full together with a covering letter of no more than 2 sides of A4 paper. <https://www.murraypark.derby.sch.uk/key-information/vacancies/>

Closing Date: Friday 20th May 2022 9am

Interview Date: Thursday 26th May 2022

Murray Road, Mickleover, Derby DE3 9LL

Tel: 01332 515921

Email: recruitment@murraypark.derby.sch.uk

The school is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record, references and background check.



SAFEGUARDING INFORMATION

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice
- Recruitment Policy

These documents can be found using following the link:

<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

JOB DESCRIPTION

Title: Higher Level Teaching Assistant (HLTA) Part-Time

Hours: 30 hours per week (39 weeks: term time only). Hours to be arranged with line manager

Salary: NJC Points 14-17 : Actual Salary £16,374-£17,383

Responsible to: SENDCO

Framework: to work within the framework of the NJC pay and conditions (30 hours per week during term time) current legislation and policies of the school.

Duties of a Higher Level Teaching assistant

Key Purpose

To ensure that pupils with special educational needs are able to progress and participate as fully as possible in all aspects of school life.

Key Tasks

- To work with pupils individually, in small groups or in a class to support learning through a variety of strategies and approaches.
- Work with pupils on specified programmes to improve literacy, numeracy or social/behavioural skills.
- Lead the development of an effective programme of interventions to improve basic skills.
- Lead the implementation of programmes devised by specialist support services.
- Accompany pupils on outside visits and placements.
- Lead a programme of general support to pupils at the start of the day, break and lunchtimes.
- Listen to pupils concerns and help resolve emotional/behavioural difficulties.
- To encourage and support our students to access extra curricular clubs.
- Lead on new admission testing to gauge starting levels.
- Lead on reviewing standardised assessment scores to target individual students.

To work effectively within the SEN and Alternate Provision teams to:

- Keep accurate records and lesson notes to monitor pupil progress.
- Lead on preparing suitable teaching materials for HUB/Nurture provision.
- Contribute to the preparation of reports for annual reviews and external agencies.
- Attend in service training and ensure professional development is regularly updated.
- Contribute and lead staff and team meetings ensuring a good working relationship.
- Liaise and develop a good working relationship with SEN team members, a designated subject and community area
- Prepare and tidy classrooms and equipment and help to display pupil work.
- Liaise with parents including attendance at parents' evenings.

The post-holder will be expected to carry out other tasks/duties as directed by the Head Teacher that are commensurate with the responsibilities of a Teaching Assistant. To work within the framework of the NJC pay and conditions (30 hours per week during term time) current legislation and policies of the school.



PERSON SPECIFICATION

	Essential	Desirable
Experience <ul style="list-style-type: none"> Working with groups of children or young people 	✓	
Qualifications <ul style="list-style-type: none"> GCSE or equivalent at grade C or above in English and Maths 	✓	
Knowledge <ul style="list-style-type: none"> Basic understanding of the secondary school curriculum 		✓
Skills/Abilities <ul style="list-style-type: none"> To work as a member of team To use initiative To work under pressure To engage students and establish a productive working relationship To encourage students to interact, work co-operatively with others and engage in their work To be confident in using ICT 	✓ ✓ ✓ ✓ ✓	✓
Personal Qualities <ul style="list-style-type: none"> Good attendance and punctuality record. Enthusiasm and energy. Versatile and flexible. Commitment to supporting the school. Professional appearance and manner. Enhanced Criminal Records check (to be arranged by school) 	✓ ✓ ✓ ✓ ✓ ✓	





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

"PROUD TO BE HERE"



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk