



Campton Academy Application Pack

**Higher Level Teaching Assistant
Full time (part-time considered)**



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Welcome to BEST and thank you for expressing an interest in our current vacancy at Campton Academy.

Our school has been successfully educating the children of this picturesque Central Bedfordshire village since 1875. We are a values based village school and see this as our foundation stone. We strive to provide a safe, happy and nurturing environment for all our pupils. As part of the Bedfordshire Schools Trust (BEST), a vibrant learning community, we benefit from both support and services.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our Academy, please contact:

Mrs Bright, Office Manager

Tel: 01462 813359

Email: JBright@bestacademies.org.uk

Website: www.camptonacademy.org.uk

Thank you

Sarah Fraher

Interim Principal

BEST VISION, VALUES & BELIEFS



BEST Vision Statement

To grow the BEST in everyone

We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be'.

BEST Values

We will:

Always put Children first

Our reference point question is 'how will this improve outcomes for children and enable them to go on and succeed in life?'

Collaborate to support and compete to challenge

Our schools work together to add value and compete to continually improve

Provide community based provision

Our schools form a coherent learning community at the heart of the Bedfordshire community

Have the courage to be compassionate

Our community treats all with trust, kindness and honesty

BEST Beliefs

We will:

Deliver BEST outcomes

Outcomes will be in the top 20% nationally

Provide BEST opportunities

An extensive range of opportunities beyond the classroom will be provided to develop the whole person

Nurture talent

Our responsibility is to invest in our people and bring out the BEST in everyone

Operate a high autonomy, high accountability culture

Professionals will lead our system and take responsibility to continually raise standards

Lead through service

Leaders and followers will work together with mutual respect and shared responsibility

JOB DESCRIPTION

Higher Level Teaching Assistant

JOB TITLE:	Higher Level Teaching Assistant
BASED AT:	Campton Academy
SALARY/GRADE RANGE:	NJC Scale 4A point 11-15 pro-rata (FTE £21,748 - £23,541)
RESPONSIBLE FOR:	Other Teaching Assistants
HOURS:	30 hours per week, term time including staff training days

ABOUT BEST:

Bedfordshire Schools Trust (BEST) comprises ten flourishing academies and five nurseries delivering first choice education, from Early Years to Advanced Level study. Our vision is 'to grow the BEST in everyone.' We believe in the importance of high expectations, hard work and the development of a community of schools where each of us strive to 'be the best that we can be.' Our schools work together to add value and compete to continually improve.

PURPOSE OF ROLE:

To work as part of a professional team to support the work of teachers in raising standards of pupil achievement.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To help train pupils in the study skills necessary for learning by communicating clearly and effectively with them and through questioning, instructing, explaining and feedback. This will include the effective use of ICT to support pupils' learning.
2. To assist with the pastoral care of pupils, attending to their personal and social needs as necessary and building and maintaining successful relationships with them.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Under agreed school procedures to give first aid/medicine where necessary; or assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator.

Support for Teachers

1. Under the supervision of the class teacher, to undertake a range of teaching activities with individuals, groups of pupils and the whole class, where appropriate, using a range of techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation..

2. Under the supervision of the classroom teacher to plan, devise and extend appropriate educational activities. This will include contributing to the development of IEPs and Personal and Pastoral Support Plans and will require the understanding of aims, content, teaching strategies and intended outcomes of lessons. To support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations may be set and to contribute to decisions about the most appropriate learning goals and strategies.
3. To assist the classroom teacher in evaluating pupils' progress through a range of monitoring and assessment activities, using the results of this monitoring to inform further support work, developing pupils' skills and learning and to give oral and written feedback on attainment and progress to both pupils and the teacher, as required.
4. To efficiently prepare, maintain and use appropriate classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient usage of school resources.
5. To support expectations of pupil attitude and behaviour and assist in securing appropriate standards of discipline to create and maintain a purposeful, orderly and supportive environment for pupils' learning.

Support for the Curriculum

1. To maintain familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work and to ensure that opportunities are taken to develop pupils' learning and skills.
2. To support the teaching of literacy, numeracy or other specific curriculum areas as required and agreed with the Headteacher/Manager.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Needs Co-ordinator (SENCO) and other teaching assistants; working at all times within school policies and procedures
2. To manage a team of teaching assistants, giving guidance, support and advice; contributing to induction training of newly appointed teaching assistants and further training as appropriate, and assisting the Headteacher/ SENCO in co-ordinating the deployment of teaching assistants within the school.
3. To carry out performance management arrangements for teaching assistants and liaise with the Headteacher/SENCO on training and development needs identified.
4. To attend staff and management meetings as required and where appropriate act as spokesperson for teaching assistants.
5. To liaise as necessary with parents and carers and with outside agencies, offering support and advice as appropriate.
6. To support and implement the school's behaviour policy and be aware of responsibilities under child protection legislation and report any concerns to the Safeguarding Lead/Principal.
7. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
8. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager

Note:

- Whilst every effort has been made to explain the 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 the BEST Principals to undertake work of a similar level that is not specified in this job description.

Campton Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry our enhanced DBS checks on all staff and volunteers and take references. Campton Academy is an equal opportunities employer and welcomes applications from all members of the community.

PERSON SPECIFICATION

Higher Level Teaching Assistant

Attributes	Essential	Preferred
Education/ Qualifications	<p>Satisfactory completion of HLTA training</p> <p>GCSE English and Maths (grades A*-C) or equivalent.</p>	
Experience	Minimum of 2 years experience as a teaching assistant, within the last 5 years	Experience of supervising others.
Skills/ Knowledge/ Aptitude	<p>Understanding of strategies for teaching and learning.</p> <p>Understanding of the national curriculum.</p> <p>Knowledge of how ICT is used to support pupils' learning and ability to use ICT effectively in a classroom setting.</p> <p>Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes.</p> <p>Ability to contribute to planning and preparation of lessons and teaching materials.</p> <p>Ability to contribute to assessment and monitoring of pupil progress.</p> <p>Good communication and interpersonal skills.</p> <p>Good organisational and time management skills.</p> <p>Ability to work collaboratively with teachers and others.</p> <p>Ability to supervise others effectively, as required.</p> <p>Ability to take responsibility and work with autonomy within set boundaries.</p>	

Motivation	<p>Willingness to undertake further professional training, as appropriate.</p> <p>Commitment to raising standards.</p> <p>Commitment to equality principles.</p>	
Physical	Ability to meet physical needs of pupils.	
Other	<p>Willingness to undertake First Aid training</p> <p>Knowledge of relevant safeguarding / child protection legislation and best practice</p> <p>Must be fluent in the English language in accordance with the Immigration Act 2016</p>	<p>Current First Aid Certificate</p> <p>Assessed in interview</p>

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance.

HOW TO APPLY

We actively encourage all applicants to apply online via the My New Term website
<https://www.mynewterm.com/>

If you prefer to complete a hard copy of the application form please contact
JBright@bestacademies.org.uk or 01462 813359 and submit your application by email or post.

All applications must be received by the closing date of:

Closing date: Tuesday 7th December 2021

Interview date: Thursday 16th December 2021

Please remember to include contact details for three referees and complete the equal opportunities monitoring form.

Please note that this appointment is subject to DBS clearance.

If you are short listed for the role, you will be invited to the interview. Please note that you will be required to produce original documents proving your eligibility to work in the UK, identity (document containing a photograph e.g. driving licence) and qualifications at the interview.

You will be asked to explain any gaps or issues arising from the information you have provided and/or from employment references.

Issues relating to safeguarding and promoting the welfare of children will be explored at interview.

In addition, we reserve the right to contact current or previous employers as part of the verification process pre-employment checks at the point for short listing unless you have indicated otherwise.

We look forward to receiving your application.

Campton Academy, Rectory Road, Campton, Beds, SG17 5PF

USEFUL LINKS



www.bestacademies.org.uk



www.camptonacademy.org.uk



www.etonbury.org.uk



www.gothicmede.org.uk



www.gravenhurstlower.org.uk



www.langfordvillageacademy.org.uk



www.lawnsideacademy.org.uk



www.pixbrookacademy.co.uk



www.robertbloomfield.beds.sch.uk



www.samuelwhitbread.org.uk



www.stchristophersacademy.org



www.bedsscitt.org.uk



www.bestnurseries.co.uk



www.bestteachingschool.org.uk