

# APPLICANT PACK



**NETHER EDGE PRIMARY**



Realising Potential. Transforming Lives.

# Advert

**Post:** Higher Level Teaching Assistant

**Contract type:** 37 hours/39 weeks

**Contract term:** Fixed Term, Ending 31 August 2023

**Salary:** Grade 5 (£23,953 to £26,446 FTE)

**Pro Rata Salary:** £20,487 to £22,620 (with under 5 years' service)

**Commencement Date:** September 2022

We have an exciting opportunity for an experienced and enthusiastic HLTA to join our hardworking and supportive team. We are an outstanding school who always work hard to make our practice as good as it possibly can be for all the children.

The successful candidate should be an enthusiastic and knowledgeable HLTA, keen to work in partnership with current staff and able to work under instruction as well as having the ability to use their initiative. They will challenge and excite our children and have the ability to consistently deliver high quality learning experiences. Imaginative and committed, they should have passion for the role, high standards of professionalism and high expectations of the children. They will have the vision, enthusiasm, and drive to build on the strong foundations that already exist within the school. The successful candidate's role will be varied and primarily to cover classes throughout the school.

You will be:

- able to provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes.
- someone with a clear vision in how to develop students with an impact on achievement.
  - flexible and willing to work across school.
- able and willing to assess learning and social and emotional needs and give help that is needed to remove the barriers to learning.

We are passionate about enabling all our students the very best start in life at Nether Edge Primary School. Great support staff make a difference.

If you are interested in applying for this role, please submit a Mercia Learning Trust Application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk). Please note we do NOT accept CV's or Council Application Forms.

**Closing Date:** Wednesday 6 July 2022

## Headteacher's Message

Thank you for your interest in joining Nether Edge Primary School. This is an excellent opportunity to join a great school and to play a key role in shaping the provision of education for our children.

Nether Edge is a happy, thriving school providing high quality education both in the classroom and throughout a wide range of extra-curricular activities. We are very proud of our children and believe they should perform well academically and also develop as people.



Nether Edge Primary is part of Mercia Learning Trust along with King Ecgbert School, Mercia School, Newfield School, Totley Primary and Woodlands Primary.

Our expectations for every Nether Edge child are high; excellence and enjoyment are at the heart of all we will seek to do. We believe in the potential of every child, providing opportunities and enabling them to thrive in our caring environment.

Our staff team are central to our success. They drive and accelerate the outstanding provision we offer to our community and we want the very best people to join us.

If you feel you have the skills, drive and ambition to help support our aims then please do read on.

Michele Nott  
Headteacher

## Job Description

<b>Post Title:</b>	<b>Higher Level Teaching Assistant</b>  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Grade 5 (£23,953 to £26,446 FTE)</b>
<b>Hours/Weeks:</b>	<b>37 hours / 39 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>As defined in staffing structure</b>

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

### PURPOSE OF THE POST

- Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including monitoring and assessment, recording and reporting on pupil achievement, progress and development.
- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.
- To provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
- To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

### KEY RESPONSIBILITIES



- Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training

### **Specific Duties and Responsibilities:**

#### **Support for Pupils**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

#### **Support for the Teacher**

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.

- Production of lesson plans, worksheet, plans etc.

### **Support for the Curriculum**

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- 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.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### **Support for the School**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

### **Line Management Responsibilities where appropriate**

- Manage other teaching assistants.
- Liaise between managers/teaching staff and teaching assistants.
- Hold regular team meetings with managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.

- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- The post may be required to travel and work within any school in Mercia Learning Trust

## **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.
- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

## **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**Issue Date: May 2022**

## Person Specification

<b>Post Title:</b>	<b>Higher Level Teaching Assistant</b>  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>Grade 5 (£23,953 to £26,446 FTE)</b>
<b>Hours/Weeks:</b>	<b>37 hours / 39 weeks per year</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	<b>As defined in staffing structure</b>

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	Meet higher level teaching assistant standards or equivalent qualification or experience  Excellent numeracy/literacy skills – equivalent to at least Basic Skills Level 2 in English & Maths	In addition the HLTA might have:  Other relevant qualifications (eg. Foundation Degree in Education) National Vocational Qualifications in Supporting Teaching and Learning  Willingness to attend appropriate training



		courses to fulfil the functions of the post  First Aid Qualification  HLTA Status
<b>Skills and Knowledge</b>	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role</p> <p>Understanding of, and the ability to demonstrate, the HLTA Standards</p> <p>Plan effective activities for pupils at risk of</p> <p>underachieving Develop their knowledge through the evaluation of their own learning needs</p> <p>Ability to maintain effective record keeping</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to effectively use ICT to support learning, or to undertake training to do so</p> <p>Knowledge of the requirements of the national literacy and numeracy strategies</p> <p>Effective oral and written communication skills</p> <p>Excellent interpersonal skills both in working relationship with students and in forming effective professional</p>	

	<p>relationships with a wide range of contacts</p> <p>Good organisational and time management skills</p> <p>Attention to detail</p> <p>Ability to form and maintain appropriate professional relationships and boundaries with children and young people</p> <p>Ability to deal with sensitive information in a confidential manner</p> <p>An understanding of and a genuine commitment to Equal</p> <p>Opportunities</p>	
<b>Experience</b>	<p>A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting</p> <p>Previous experience of teaching whole classes</p> <p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p>	<p>Previous experience of working as a HLTA</p> <p>Training in relevant curriculum areas</p> <p>Specialist skills in a curriculum or learning area</p>
<b>Personal Qualities</b>	<p>A positive interest in working with children</p> <p>Have high expectations of children</p> <p>Adaptability</p> <p>Ability and willingness to work constructively as part of a team</p>	

	<p>Ability to work calmly and with patience</p> <p>Ability to build positive relationships with both students and parents</p> <p>Empathy with young people facing barriers to their learning</p> <p>A commitment to helping students achieve, through education and learning</p> <p>A positive interest in literacy development</p> <p>Have knowledge of safeguarding guidelines and practices</p> <p>Demonstrate positive values, attitudes and behaviour</p> <p>Communicate effectively with the school community Demonstrate a commitment to collaborative &amp; cooperative working</p>	
--	---	--

## The Application Process

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merciatrust.co.uk](http://www.merciatrust.co.uk)
- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or post it to:  
 MLT Recruitment Team  
 Mercia Learning Trust  
 79 Glen Road  
 Sheffield, S7 1RB

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.mericiatrust.co.uk/careers](http://www.mericiatrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 255 0926 or [enquiries@netheredge.sheffield.sch.uk](mailto:enquiries@netheredge.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@mericiatrust.co.uk](mailto:recruitment@mericiatrust.co.uk).

Key dates:

- **Closing Date Wednesday 6 July 2022**
- **Interviews week commencing 11 July 2022**

The small print:

- Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.
- The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.
- We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.