

# Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

## Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield

Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: [www.silverdale-chorustrust.org](http://www.silverdale-chorustrust.org)

### Higher Level Teaching Assistant Level 4

Grade 5 SCP 15-20 £27,803 to £30,296

33 hours / 39 Weeks

Permanent

September 2024 or ASAP

### About this vacancy

We are seeking to appoint a passionate and experienced Higher Level Teaching Assistant to deliver and coordinate literacy provision, including provision for learners with English as an additional language (EAL).

The successful candidate will require detailed understanding of the ways in which children learn to read, including expertise in phonics, spelling and comprehension strategies. Alongside this, a love of reading, an understanding of the secondary English curriculum, excellent interpersonal skills and an appreciation of different cultures are essential characteristics of the successful candidate.

Recent experience of planning and delivering literacy interventions is also essential.

Applicants should be keen to:

- Work with colleagues to establish a broad and effective literacy offer as part of the school's reading strategy
- Play a key role in the delivery of literacy interventions and the integration of students with English as an additional language
- Develop teachers' understanding of literacy, and in particular of phonics

Benefits include:

- CPD support from one of the largest Teaching Schools, the **Sheffield Teacher Training Alliance**, throughout your career.

- Opportunities to develop skills and experience as part of a growing, local Trust.

**Chorus Education Trust is proud to support flexible working arrangements.**

## **To apply**

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Blake Foster (BSSM) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org)

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

**Deadline for applications: 11.59pm on Thursday 23<sup>rd</sup> May 2024.**

**Interviews to be held: week beginning Monday 3<sup>rd</sup> June 2024.**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

## Job Description: summary

<b>Post title:</b>	Higher Level Teaching Assistant Level 4
<b>Profile:</b>	LD3
<b>Grade:</b>	5
<b>Grade spinal point range:</b>	15 – 20
<b>Accountable SLT post:</b>	SLT Lead for Inclusion
<b>Line Manager of post holder (if different):</b>	SENCO
<b>Staff to be supervised or line managed by post holder:</b>	n/a
<b>Post holder will work with:</b>	SLT Lead for Inclusion SENCO Other teaching and Support Staff
<b>Holiday and sickness relief by/for:</b>	By and for other Education Support Staff
<b>Purpose of job:</b>	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 including monitoring and assessment, recording and reporting on pupil achievement, progress and development.
	This post may work across the Trust schools.
<b>Version revised:</b>	September 2022

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

### Specific duties and responsibilities

- To be responsible for providing pupil support for the students within and outside the classroom in order to raise attainment for vulnerable students to the standards required by the school/Trust and appropriate external bodies.

### Main duties and responsibilities

- Duties will include, but not be limited to:

**Support for Students:**

- To jointly 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 Personal Learning 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 adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, 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 Trust / School (applies to all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Higher Level Teaching Assistant Level 4**

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Full working knowledge of relevant policies/codes of practice/legislation	✓		A/I
Working knowledge and experience of implementing national foundation stage and KS3/4 curriculum and other relevant learning programmes/strategies	✓		I
Good understanding of child development and learning processes, including phonics	✓		I
Understanding of statutory frameworks relating to teaching	✓		I
Works constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		I
Sound speaking and listening skills to extend language in discussion	✓		I
Able to plan, implement and evaluate learning activities	✓		A/I
Undertakes pupil assessment	✓		A/I
Has an awareness of pupils with special educational needs	✓		A/I
Experience of completing and maintaining pupils records	✓		A/I
<b>Qualifications</b>			
Meet Higher Level Teaching Assistant standards or equivalent qualifications	✓		A
Excellent numeracy/literacy skills and standard of education - to include English and Maths at GCSE (or equivalent) at Grade C or better	✓		A



Specialist skills/training in curriculum or learning area e.g. bilingual, sign language, ICT		✓	A/I
<b>Other skills</b>			
Ability to organise, lead and motivate a team		✓	A/I
Constantly improves own practice/knowledge through self-evaluation and learning from others	✓		A/I
Uses ICT effectively to support learning	✓		A/I
Ability to assist the school in forming a partnership with parents		✓	A/I
Practical and organisational skills to prepare and manage educational resources	✓		A/I
Maintains personal presentation that sets high standards for the pupils	✓		I
<b>Interpersonal skills</b>			
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		A/I
Ability to relate well to children and adults	✓		A/I
Has a caring positive attitude towards pupils welfare	✓		A/I
Maintains and develops trust and confidentiality where appropriate	✓		A/I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Ability to work alone unsupervised and manage own workload.	✓		A / I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

