



# JOB ADVERT

## Higher Level Teaching Assistant (HLTA)

Tall Oaks Academy is recruiting a Higher Level Teaching Assistant (HLTA) split between Castle Wood Academy and White's Wood Academy

37 hours per week – 8.15am to 4.15pm, Monday to Thursday and 8.15am – 3.45pm, Friday  
Term Time plus training days (39 weeks) Salary: Grade 6 - £25,024 (FTE £29,093)

We would like to appoint a HLTA to work with students during the absence of teaching staff. The focus will be on ensuring that students learn and supervising them while they work on tasks set by teaching staff. A sense of humour, much patience and energy, and a genuine liking for young people are vital attributes. Experience of working with young people would be an advantage.

### **Job Purpose:**

To cover short-term absence, PPA and leadership time of teaching staff, taking sole charge of a group of students. The primary focus will be to maintain good order and to keep students on task.

### **Main Responsibilities:**

- Supervise work that has been set by teaching staff or planned by yourself, ensuring that students continue to learn during their teacher's absence;
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Respond to any questions from students about process and procedure;
- Deal with any immediate problems or emergencies according to the school's policies and procedures;
- Collect any completed work after the lesson, mark and return it to the appropriate teacher;
- Report back as appropriate using the school's agreed procedures on the behaviour of students during the class, and any issues arising;
- Promote the inclusion and acceptance of all students within the classroom;
- Support students consistently whilst recognising and responding to their individual needs;
- Provide feedback to students in relation to progress and achievement;
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- Provide support for registration as required;
- 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;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;

- Attend and participate in regular meetings;
- Participate in training and other learning activities as required;
- To share expertise and skills with others;
- To work collaboratively with colleagues to protect and safeguard students;
- To undertake such other duties connected with the post as may reasonably be requested.

#### **Requirements:**

- Degree/Higher Level Teaching Assistant qualification or equivalent
- Strong communication skills to interact with students, staff, and parents
- Knowledge of lesson planning
- Passion for educating and supporting children in their learning journey

*Tall Oaks Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.*

#### **How to apply**

Interested candidates can download the Recruitment pack, including job descriptions, person specifications and application forms at [www.talloaksacademy.co.uk](http://www.talloaksacademy.co.uk). This includes information about Tall Oaks Academy Trust, what we offer and how we can support you as well as a how-to guide on completing the application form.

<b>Closing Date for Applications:</b>	<b>15<sup>th</sup> November 2024 @ 12pm</b>
<b>Shortlisting Date:</b>	<b>19<sup>th</sup> November 2024</b>
<b>Interview Date:</b>	<b>25<sup>th</sup> November 2024</b>

Completed application forms should be emailed to [recruitment@talloaksacademy.co.uk](mailto:recruitment@talloaksacademy.co.uk) (please note: CVs will not be accepted as additional information or a replacement for any part of the application provided and only Tall Oaks Academy Trust application forms will be accepted).

Receipt of applications and unsuccessful applications will only be confirmed by email.

*References will be requested prior to interview and an Enhanced DBS check and Right to Work in the UK evidence will be required for successful applicants.*