

**WLD High School**

**Higher Level Teaching Assistant**

**Job Application pack**

Dear Applicant

Thank you for your interest in the post of Higher-Level Teaching Assistant at Walton-le-Dale High School from as soon as possible.  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan (<https://www.waltonledale.lancs.sch.uk/about-us/school-improvement>).

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with Progress Co-ordinators responsible for year groups across the school.  We have a team of 14 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

The teaching assistant team has flourished under the newly appointed deputy headteacher.  The teaching assistant team are a strong team of highly skilled staff who support the students and staff and are integral to the smooth running of the day-to-day life of a school.

Ofsted found that our school "requires improvement" having been "good" for a decade.  As you will see from our website, we have taken this judgement to heart, and we are absolutely focused on ensuring that consistently brilliant teaching is the cornerstone of our community.  We care about our school and what we do, and we are determined to regain our "good" or better status in the shortest possible timescale. See <https://www.waltonledale.lancs.sch.uk/about-us/school-improvement> for an overview of our direction of travel.

You will receive high quality support and encouragement from Governors, myself, the senior leadership team, and other middle leaders. If you feel you are up to this challenge and believe you have the same educational philosophy as us, we would welcome an application. If not, I wish you good luck in your future career.

**Closing Date: Friday 17th February 2023**

**Shortlisting and candidate notification: Wednesday 22nd February 2023**

**Interview Date: Friday 3rd March 2023**

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James Harris

Headteacher

**Higher Level Teaching Assistant**

**Required: As soon as possible**

**REPORTING TO: Deputy Headteacher**

**CLOSING DATE: Friday 17TH February 2023**

**ACTUAL SALARY: £21195 – £24367 term time + 1 week 32.5hrs per week (8.30am – 3.30pm)**

**Grade 7 points 19 – 25 starting on point 19**

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

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| **The successful candidate will:** |

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| **Why work at Walton-le-Dale?** |

**will:**

Everyone who applies to work with us does so because of the ethos of the school (<https://www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos>). We trust staff, whatever their role, to do their very best for our students and we focus on individual professional development as the best way to develop exceptional provision.

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Please consult the application pack for further information, available at [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk)

Completed application forms should be submitted to [vacancies@waltonledale.lancs.sch.uk](mailto:vacancies@waltonledale.lancs.sch.uk)

Interviews are scheduled to take place on **Friday 3rd March 2023.**

**Higher Level Teaching Assistant**

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| Job Description |

**POST TITLE: Higher Level Teaching Assistant**

**RESPONSIBLE TO:** DEPUTY HEADTEACHER

**LINE MANAGEMENT:** N/A

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| Overall Purpose of Post |

Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting, and marking learning activities for individuals/groups or short term for whole classes.

The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.

* To advise and support staff in specialist areas within the school and co-ordinate the work, management, and development of other Teaching Assistants

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| Specific Responsibilities |

**Support for Pupils**

1. To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
2. To develop and implement pupil's Individual Educational Plans.
3. To support pupils as part of a planned inclusion programme.
4. To develop positive relationships with pupils and staff to assist pupil progress and attainment.
5. To monitor and evaluate pupil responses to learning activities.
6. Within an agreed system of supervision, to plan challenging teaching and learning objectives.
7. To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour
8. To undertake classroom administrative tasks.
9. To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
10. To produce lesson plans and worksheet plans.
11. To administer pupil work experience where necessary**.**
12. To undertake marking of pupils work and record achievement.
13. To administer/mark tests and invigilate examinations.

**Support for the School**

1. To organise and manage a purposeful, orderly, and supportive environment for learning.
2. To support the promotion of positive relationships with parents and outside agencies.
3. To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
4. To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
5. To support the provision of out of school learning activities within guidelines established by the school.
6. To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
7. To work within school policies and procedures.
8. To attend staff training as appropriate.
9. To take care of their own and other people's health and safety.
10. To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
11. To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
12. To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
13. To assist in the identification and delivery of development needs.
14. To ensure effective communication arrangements.
15. To co-ordinate the utilisation of volunteer helpers.
16. To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Support for the Curriculum**

1. To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
2. To select and prepare resources necessary to lead learning activities, taking account of pupils’ interests and language and cultural backgrounds.
3. To support the use of ICT in learning activities.

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| **Notes** |

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
* The successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities.
* The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS

*This job description, and associated responsibilities, is subject to annual review.*

*January 2023*

**  
Higher Level Teaching Assistant**

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | | **Desirable** |
| **Qualifications** | * Recognised and relevant NVQ Level 3 qualification or equivalent. * Level 2 or equivalent qualification in   English/Literacy and Mathematics/Numeracy   * HLTA status | | * NVQ level 4 qualification or equivalent. |
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| **Knowledge & Skills** | * Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard * Ability to relate well to children * Ability to work as part of a team * Good communication skills * Ability to relate well to parents/carers * Ability to supervise and assist pupils * Time management skills * Organisational skills * Knowledge of classroom roles and responsibilities * Knowledge of numeracy and literacy strategies * Ability to make effective use of ICT * Ability to assess children’s development * Ability to plan and deliver work programmes * Ability to organise, lead and motivate a team * Flexible attitude to work | | Knowledge of the concept of confidentiality  Administrative skills  Knowledge of Foundation Stage/National curriculum |
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| **Experience** | * Experience of working with children * Experience of working in a classroom environment * Experience of supporting pupils with challenging behaviour | * Experience of Administrative work. * Staff management experience |
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| **Personal Qualities** | * Pleasant and lively personality * Smart appearance * Excellent communication skills * Articulate & Flexible within school * Commitment, enthusiasm, and integrity * Sense of humour * To take part in school life, attendance at Open Evenings etc * Assertive / Persuasive * Resilience * Self – confidence, self-reliance, Self-motivation * Ability to prioritise & manage time effectively * Ability to follow things through to a conclusion * Ability to relate to students, staff, parents etc * Competencies & qualities that the successful candidate must demonstrate as evidence of their ability to undertake the role and their safeguarding responsibilities * Commitment to undertake in –service development * Commitment to safeguarding and protecting the welfare of children and young people * Satisfactory attendance record/commitment to regular attendance at work | * Risk-taker * Desire to seek further promotion * Willingness to contribute to other aspects of school life |