



Westbrook Old Hall  
PRIMARY SCHOOL



# APPLICATION PACK

<b>ACADEMY:</b>	Westbrook Old Hall Primary School
<b>ROLE:</b>	Higher Level Teaching Assistant (HLTA)
<b>START DATE:</b>	September 2024
<b>SALARY:</b>	Grade 6 pt 15 – 22 FTE £27,803 - £31,364 Actual Salary - £19,305.80 - £21,778.48
<b>CONTRACT:</b>	Fixed-Term until 31.08.25
<b>HOURS:</b>	30 Hours per week, Term Time only plus 5 INSET Days



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# MESSAGE FROM THE TRUST



Dear Applicant,

We are delighted that you are considering applying for a role at Westbrook Old Hall Primary School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In the last 12 months we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each of our schools Ofsted Inspections.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr C Wilcocks  
CEO Omega Multi-Academy Trust



# MESSAGE FROM THE HEADTEACHER

I am incredibly proud to be the Headteacher of Westbrook Old Hall Primary School and especially of the fact that we are a family, who works together, cares for each other and supports each other.

We consider our school to be a very special place to be – a place of learning that's calm and friendly, a place where every child is fully supported to achieve success academically, emotionally and socially. Our children are encouraged to be polite, motivated and happy individuals and this is promoted via an ambitious, challenging and fun curriculum.

At Westbrook Old Hall Primary, our children are at the centre of everything we do and our excellent, dedicated teaching team continuously strive to ensure that each and every child achieves their goals, so that by the time they leave us for high school they are fully prepared for the next stage in their learning journey.

Westbrook Old Hall Primary is one of seven schools who are part of Omega Multi-Academy Trust and staff benefit from strong collaboration, network opportunities and a broad and varied professional development programme. We work closely with our trust colleagues to strengthen our school improvement offer and professional development opportunities. The Trust's values, strategic vision and direction empower our school to be the best we can be and we are always supported to achieve this; this support and collaboration is invaluable

In joining Omega Multi-Academy Trust you will be joining a forward thinking, reflective and driven organisation whilst working within a community-based primary school. If you are keen to develop in your career, working with our colleagues, parents and the wider community and are passionate about all pupils achieving their true potential then a role at Westbrook Old Hall Primary School is a wonderful opportunity.

If you are considering applying, please feel free to have a look through our website, watch the school tour and hear more about us from members of staff.

Yours faithfully,



Mrs M Lythall-Brennan  
Headteacher

# JOB DESCRIPTION



**Academy:** Westbrook Old Hall Primary School  
**Job Title:** HLTA  
**Grade:** Grade 6 pt 15 - 22  
**Accountable to:** Headteacher/Deputy Headteacher

**To work within Omega Multi-Academy Trust (MAT) and initially at Westbrook Old Hall Primary School on a fixed-term contract for 12 months in the first instance (with potential to support other schools within the Trust as required in the future).**

**Are you passionate about education? Are you eager to make a difference? Are you an exceptional and motivated teaching assistant?**

Applications are invited from inspirational, enthusiastic, and innovative teaching assistants to join our successful and hard-working team at Omega MAT. Westbrook Old Hall prides itself on the personal and social development of all pupils and staff and is a happy and creative school.

**We are seeking a HLTA to become an integral part of this happy and thriving community who:**

- is an enthusiastic and dedicated individual with a passion for supporting pupils.
- is ready to make a positive impact on the lives of young learners.
- Is committed to providing a nurturing and inclusive environment where every pupil can thrive.

**Your responsibilities as a HLTA will include:**

- providing one-on-one and small group support to pupils, including those with specific learning difficulties, behavioural challenges, or SEMH needs.
- developing and implementing personalised learning plans to address individual pupil needs and promote their progress.
- collaborating with teachers and other professionals to create a cohesive and supportive learning environment.
- Monitoring pupil progress and evaluating the effectiveness of interventions.
- Supporting pupils in developing essential life skills and enhancing their confidence and self esteem.
- Promoting a positive and inclusive school culture through your interactions and engagement with students, parents, and staff.
- A genuine passion for making a positive impact on the lives of pupils.

**As a HLTA, you will have:**

- Experience working with disadvantaged and SEND pupils.
- Sound knowledge of various SEMH and SEND needs and effective strategies for supporting pupils with diverse needs.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with students, parents, and colleagues.
- Adaptability and resilience in responding to the unique challenges that may arise.
- Strong organisational and time management skills, ensuring that students' individual plans are executed effectively.

**We can offer:**

- A vibrant, inclusive school family
- Enthusiastic learners
- A committed and dedicated staff team
- A strong, supportive leadership team
- Leadership that values and promotes the professional development of all
- A strong focus on staff well being

**Main purpose**

To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioural problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.

**Duties and responsibilities****Teaching and learning**

- Promote consistently high expectations of all pupils and make sure they're making good progress by offering targeted academic and pastoral support
- Identify pupils or groups of pupils who are facing learning difficulties, and put initiatives in place to address the barriers to learning they're experiencing
- Promote and support inclusion for all pupils, including those with special educational needs (SEN), English as an additional language (EAL) or with a physical disability
- Develop individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers
- Role model good levels of literacy and numeracy, and encourage improvement in these areas among pupils who are struggling
- Develop action plans for pupils facing difficulties, and work with staff and parents/carers to put them in place
- Support pupils' successful transition to the next phases of education
- Where appropriate, visit pupils at home to discuss issues and plan next steps

## **Behaviour and safeguarding**

- Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like
- Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy
- Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support
- Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety
- Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing
- Work collaboratively with appropriate external agencies to support pupils' development and progress
- To take social groups
- To arrange and organise soft landings for vulnerable and disadvantaged pupils.

## **Curriculum and leadership**

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning of all pupils
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school
- Network with other learning mentors and local SEND/safeguarding partners to share and promote best practice
- Where appropriate, take part in absence management meetings, and communicate with parents/carers
- Take part in line management within school, and set goals for continuing professional development
- Report to the headteacher and senior leadership team on pupil progress and absence rates
- Maintain accurate and up-to-date records, and prepare written evaluations and reports
- To lead Early Help meetings, supporting and liaising with families.

Westbrook Old Hall Primary is committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance will be required. Further details can be found at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service).





# PERSON SPECIFICATION

**Academy:** Westbrook Old Hall Primary School

**Job Title:** HLTA

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application

Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
E	Minimum of 5 GCSE A-C which include English and Maths	A
E	Hold Teaching Assistant Level 3 status / NVQ Level 3 Teaching Assistant or equivalent certified qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE Level 4 or NVQ Level 2.	A
E	First-aid training, or willingness to complete it	A/I
EXPERIENCE		
E	Meet all Teaching Assistant Level 3 standards	A/I
E	Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training	A/I
E	Willingness to attend training in relevant learning strategies e.g., English, maths	A/I
E	Evidence of some specialist knowledge and experience with KS2	A/I
E	Evidence of a minimum of two years' experience of working with children as a Teaching Assistant Level 2 or 3 or equivalent (either paid or unpaid capacity) preferably in an educational setting.	A/I
E	Experience of planning and leading teaching and learning activities (under supervision)	A/I

<b>KNOWLEDGE/UNDERSTANDING</b>		
<b>E</b>	Understanding of the National Curriculum	A/I/P
<b>E</b>	Understanding of behaviour management strategies.	A/I/P
<b>E</b>	Knowledge of statutory requirements regarding the education sector and pupil wellbeing.	A/I/P
<b>E</b>	Working knowledge and understanding of barriers to learning	A/I/P
<b>E</b>	Proven awareness and respect for the highly sensitive status of information and its confidentiality	A/I/P
<b>E</b>	Excellent written and verbal communication skill	A/I/P
<b>E</b>	Knowledge of child protection and safeguarding procedures	A/I/P
<b>E</b>	Knowledge of intervention strategies, including those in relation to behaviour and SEND	A/I/P
<b>E</b>	Understanding the principles of child development and learning processes	A/I/P
<b>E</b>	An ability to motivate self and colleagues	A/I/P
<b>PRACTICAL SKILLS</b>		
<b>E</b>	Developed level of oral and written communication skills.	A/I/P
<b>E</b>	Effective interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts	A/I/P
<b>E</b>	Good organisational and time management skills	A/I/P
<b>E</b>	Sound IT skills to support learning and maintain electronic information systems	A/I/P
<b>E</b>	Effectively work as part of a team, as well as independently as and when required under the direction of the teacher	A/I/P
<b>E</b>	Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved.	A/I/P
<b>D</b>	Enhance our school vision and model high expectations.	A/I/P
<b>D</b>	Demonstrate ability to adapt activities as directed to ensure they are inclusive	A/I/P
<b>E</b>	Collate and summarise information and data	A/I/P
<b>E</b>	Be proactive in the protection of children in reference to safeguarding procedures and protocols.	A/I/P
<b>E</b>	Support the implementation of effective support strategies	A/I/P
<b>E</b>	Identify triggers of poor behaviour and barriers to learning	A/I/P

PERSONAL QUALITIES		
E	Good time management and the ability to prioritise tasks effectively	A/I
E	A good attendance and punctuality record	A/I
E	High expectations of self and professional standard	A/I
E	The ability to maintain successful working relationships with other colleagues	A/I
E	A willingness to work outside of the timetabled day, where necessary	A/I
E	Tact and diplomacy in all interpersonal relationships with the public, pupils, and colleagues at work	A/I
E	Build positive and productive relationships with staff members, pupils, and parents	A/I
E	Consistently promote good behaviour throughout the school	A/I
E	Effectively motivate and encourage pupils	A/I
E	Work flexibly, attending and contributing towards meetings and training outside of their specified work hours	A/I
E	Commit to contributing to the wider school and its community. The flexibility to adapt to changing workload demands and new school challenges	A/I
E	Flexibility and adaptability to work with children of all ages	A/I
PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A



# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy Trust then you should:

- If you would like to discuss this role further please contact [office@wohp.omegamat.co.uk](mailto:office@wohp.omegamat.co.uk) with your request.
- Download and complete the Omega Multi-Academy Trust application form
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible). There must be no unexplained gaps in your career history.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Westbrook Old Hall Primary School CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

**Closing date for applications:** Friday 12th July 2024, 12pm

**Interview Date:** Week commencing 15th July 2024

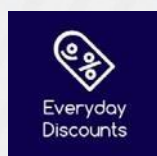
**Start date:** September 2024



# STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Octopus Electric Vehicles

An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.

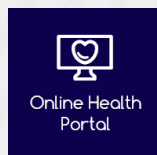


Health Club Membership

Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



# STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



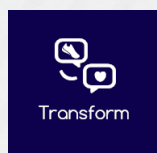
Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



Westbrook Old Hall  
PRIMARY SCHOOL

**Westbrook Old Hall Primary School**

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