

Higher Level Teaching Assistant

Woodlands Primary Academy
March 2025



**WOODLANDS
PRIMARY
ACADEMY**
*Creative
Education
Trust*

Dear Colleague

Thank you for your interest in the role of Higher Level Teaching Assistant at Woodlands Primary Academy.

Woodlands Primary Academy joined Creative Education Trust in April 2015. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As a Creative Education Trust school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

At Woodlands we aim to provide excellence through opportunity. We nurture the best in every child, ensuring equal opportunities for all. We strive to provide the very best teaching and learning opportunities, supporting all our children, whatever their need may be.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. The curriculum has been developed in school by the teachers and LSAs. We strive to provide pupils with a rich programme of co-curricular activities. Our school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. As well as meeting their educational needs we also have a nurture room where we offer 1:1 support and small nurture group support for vulnerable children who have additional emotional needs.

We are lucky enough to be able to offer our children specialist provision for music and sport. Our specialist music provision includes our own designated music room and practice area. Our specialist music lead provides weekly music lessons to every year group and we offer whole class instrumental teaching opportunities for all our children.

We have an impressive record of sporting achievements at our school. Our children regularly compete at County and National level. This success is achieved through the successful leadership of our PE instructor. All children have two hours of PE each week and we offer a range of extra-curricular sports clubs which are second to none!

We have an amazing environment here at Woodlands so we can take teaching out of the classroom. Our nursery, reception and year 1 have their own designated outside space, as well as large playing fields and our very own woods, complete with over a mile of nature trails.

I would be delighted to discuss this role with you and am available on Enquiries@woodlandsprimaryacademy.org.uk or **01493 665314**

I look forward to receiving your application.

Yours sincerely,
Ed Pearson-Shaul, Headteacher

“We are looking for an ambitious, experienced and committed Assistant Headteacher – Send & Inclusion”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT WOODLANDS PRIMARY ACADEMY



We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- A networked ICT suite and portable banks of Chromebooks;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A Speech and Language Therapist;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>

SUPPORT FOR OUR STAFF

As a member of staff at Woodlands Primary Academy you will feel supported and inspired by a group of ambitious and caring colleagues.

Every member of staff benefits from:

- High quality professional development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

In addition to the opportunities for career progression, training, and development, we also offer a competitive rewards and benefits package.

EMPLOYEE BENEFITS

- Vivup platform that brings employee benefits, discounts, wellbeing, and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information and face to face counselling support on a range of issues including emotional, personal, legal and financial, or relationship issues for yourself and those living within your household.
- Bike2Work Scheme - where you can save up to 42% on the cost of bicycles and/or equipment
- Home Use Programme - you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free.



You can find out more at:

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HIGHER LEVEL TEACHING ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Woodlands Primary Academy, Great Yarmouth

SALARY

Scale F – NJC Points 12-17

£20,713-£22,469 (actual), £27,711-£30,060 FTE

33 hours per week

Term Time Plus 1 (39 weeks)

THE ROLE

- To support the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.
- This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes.
- Monitoring pupils and assessing whole classes under an agreed system of supervision.
- Undertakes the job description of a Teaching Assistant at NVQ 3 level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative. Can deliver whole class learning on a short-term basis to release a class teacher for PPA or other non- contact time. Main additional responsibilities are set out below

PRINCIPAL DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning and academic progress.
- Take responsibility for developing and implementing SEND support plans, EHCPS and behaviour support plans when working with children.

You can find out more at:

www.creativeeducationtrust.org.uk

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- Teach larger groups of pupils using plans and resources provided.

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- Responsible for recording progress and achievement in lessons/activities – through following the school policy on live marking of books and feedback.

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- Establish a clear framework for disciplinary matters, classroom expectations and the learning environment/resources.

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- Provides clear communication to teachers and parents (where necessary) on class progress, individual concerns and coverage of lessons.

SUPPORT FOR THE CURRICULUM

- Uses the Woodlands curriculum to ensure that learning is pitched at the appropriate level and that all learners are supported in meeting expectations
- Ensure that the classroom environment and resources are prepared and set up to enable all learners to make age-related progress.

SUPPORT FOR THE SCHOOL

- Assists with the development of school policies and procedures relating to child protection, teaching and learning, behaviour for learning and all other professional expectations.
- Takes the initiative in making reasonable adaptations where necessary if this meets the needs of the children.
- Where applicable, takes responsibility for the provision of out of school learning activities within guidelines established by the school.

The job description and salary scale may be subject to review at the end of the academic year. In addition, it may be amended at any time after consultation with the postholder.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills/GCSE (or equivalent for Maths and English). • NVQ Level 3 in working as a teaching assistant or equivalent • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience. • Specialist skills/training in curriculum or learning area, e.g. bilingual, sign language, ICT. • Can work at NVQ 4 level overall. 	<ul style="list-style-type: none"> • Attendance at recent relevant course • Training/knowledge in the International Primary Curriculum
EXPERIENCE	<ul style="list-style-type: none"> • Experience in working with young people • Experience of covering whole class lessons 	<ul style="list-style-type: none"> • Experience of working in an educational setting in KS1 or KS2
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Full working knowledge of the National Curriculum across both key stages, including the teaching of reading. • Working knowledge and experience of implementing National Curriculum and other relevant learning programmes • Good understanding of child development and learning processes – including behaviour management techniques • Understanding of statutory frameworks relating to teaching. • Constantly improving own practice through self-evaluations and learning from others. • Ability to relate well to children and adults • Ability to monitor pupils' responses to learning and provide detailed and regular feedback on pupils' achievement/progress 	<ul style="list-style-type: none"> • Knowledge of strategies to improve school attendance. • Sound understanding of behaviour management
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Confident and efficient in managing classes and behaviour. • Focused on ensuring all children make progress. • Ability to relate to young people and adults in an empathetic manner. • Demonstrable experience of building effective relationships. • Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence • Ability to respond swiftly and effectively to the unexpected • Excellent communication skills, both orally and in writing e.g. letters and reports. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity 	

SAFEGUARDING	<ul style="list-style-type: none">• A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	<ul style="list-style-type: none">• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.