



Living by Our Christian Values: Together in Faith, Hope and Love

## APPLICATION PACK

### Welcome

Thank you for responding to our advertisement for the Higher Level Teaching Assistant post within our school.

We are looking for a confident, organised, highly motivated and flexible individual to join our team. The role includes:

- Working with class teachers to raise the learning and attainment of pupils
- Promoting pupils' independence, self-esteem and social inclusion
- Giving support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Your communication skills will enable you to build a friendly and professional relationship with staff, pupils and parents. The successful candidate will be enthusiastic, flexible, be able to work well as a team, as well as having a good sense of humour.

This pack has been designed to help you with the application process. If you would like to visit the School to learn more, we are happy for you to contact us. Please contact Rhona Denton, Business Manager on 01924 302800 or [rdenton@horburybridgeacademy.co.uk](mailto:rdenton@horburybridgeacademy.co.uk)

***At Horbury Bridge Academy we are committed to the safeguarding of our whole community. As such, anyone appointed to the role will be subject to rigorous pre-employment checks.***

### Letter from the Headteacher

Dear Applicant

It is with great excitement and huge sense of pride that I am writing this letter as the recently appointed Headteacher of Horbury Bridge CE Academy. I am thrilled to have been given this opportunity.

We have been through an extremely difficult time over the past two years, and we can't ignore the fact that this will have impacted pupils in different ways, but we must now look to the future with excitement. We have a fantastic opportunity, an opportunity not just to 'get back to normal' (if such a thing even exists!) but to be better than ever. We need to provide an education that truly meets the needs of all learners; one that excites them and one that is relevant and forward-thinking in our ever-changing world.

My aspiration for the school is simple. I want us to deliver a world-class curriculum that provides our pupils with academic rigour, a holistic approach to health and wellbeing and exciting life-defining experiences, all in equal measure. But it involves us all - relationships are everything!

In order to achieve what seems like a simple aspiration in concept, the key is that everyone knows

what is expected of them - the piece of the jigsaw that they hold. Whether this be our youngest pupils in Foundation Stage, to our Governing Body; from our administration team to our teachers; from our parents to our lunchtime and cleaning teams - everyone has a part to play! The current vacancy of Higher Level Teaching Assistant is a perfect opportunity for you to join our team at the start of a new and exciting chapter.

Many thanks for taking the time to read this letter and I look forward to (hopefully!) hearing from you soon.

Kind Regards

Mr R Tuddenham  
Headteacher

## **Our Vision**

### **'Living by our Christian Values: Together in Faith, Hope and Love'**

Rooted in Christian values, we take inspiration from our heritage in the words of the Rev'd Sabine Baring Gould, curate of Horbury Bridge who in 1864, wrote the hymn, 'Onward Christian Soldiers'.

This was written specifically for the children of Horbury Bridge with the intention to feed their spirit and give them the determination to march in the name of God to their mother church in Horbury.

It is based on several Bible verses, including 1 Corinthians 13:13, referring to the importance of being united in faith, hope and love ("We are not divided, all one body we, one in hope and doctrine, one in charity") and Ephesians 6:13-18, referring to the importance of living by Christian values (the armour of God: truth, righteousness, peace, faith, prayer).

It reflects a continuing commitment to our role within the local community and parish, our ethos that we are all a unique and valued part of one family of God and our belief in the importance of working together to make a difference in the world.

This vision statement evolved from the work of Year 6 who looked at our unique heritage and the significance of the hymn verses. They decided it reflects the kind of school we are today and their experience of being a pupil here. They wrote letters to the Headteacher and Governors and visited each class and the church community to explain their ideas and collect their views.

## **Our Curriculum**

Within and beyond the National Curriculum framework, our approach to the curriculum is to:

- Support the development of personal values and morality, rooted in Christian teaching
- Acknowledge individuality, responding to children's interests, aptitudes and differences
- Support the development of positive attitudes to learning
- Provide rich life experiences which are exciting and memorable
- Make explicit the relevance of each subject to our lives and to current issues
- Give a realistic and balanced picture of the world we live in
- Enrich and deepen learning
- Make explicit links and connections across subjects
- Reflect the school's context

## Letter from Father Christopher

When you step through the doors of Horbury Bridge Academy, you are greeted by a staff and student body which lives its Christian vision.

This vision belonged originally to Canon John Sharp, who was vicar of Horbury for much of the nineteenth century. He oversaw the Victorian expansion of the parish, which included the planting of two daughter churches, two schools, and the foundation of the Community of St Peter, a female Anglican religious order which survives to this day. His famous curate was Sabine Baring-Gould, who was despatched from the Vicarage at St Peter's to Horbury Bridge to begin a church and school in the settlement which was growing up around the Calder and Hebble Navigation. The relationship between the church and the school has been strong ever since, aided by the sharing of a common site in the middle of the small, local community, which has a strong identity and is proud of its unique heritage.

To encourage the children to attend St Peter's parish church at Whitsun, Baring-Gould composed the hymn 'Onward Christian Soldiers', which gives Horbury Bridge, and its Academy, a distinct place in the history books. This hymn has inspired those at the school from those early days, ultimately laying the ground for our recently-revised distinctive Christian vision, which incorporates lyrics from the second verse – 'one in hope and doctrine, one in charity'. These words are adapted from I Corinthians 13.13 ('So now faith, hope, and love abide, these three; but the greatest of these is love'), and express the virtues and values which permeate life, study and worship here.

Our recent SIAMS inspection found Horbury Bridge to be an 'excellent church academy' where this vision, articulated by the children as 'Living by our Christian Values: Together in Faith, Hope and Love', 'embraces the academy's proud heritage and has a transformational impact upon all decisions'. This translates into our common desire to see every child flourish in a holistic way: body, mind and spirit.

The relationship between church and school is key to making the vision a reality, and we are proud to be able to work closely together in governance, delivering collective worship and religious education, and practically, in support of one another, and together in support of the wider community. The relationship is organic and natural, flexible and mutually-enriching, and its strength is testimony to a partnership of hearts and minds.

The church community and I look forward to working with new staff, who can sustain Horbury Bridge's excellent Christian culture and ethos, as we work in partnership to enrich the lives of our children.

**Father Christopher**

Job Description	
<b>Job title</b>	Higher Level Teaching Assistant
<b>Responsible to</b>	Head Teacher
<b>Salary</b>	SCP 19-23 £18854-£20411 actual salary
<b>Hours</b>	30 hours per week - term time only
Main Duties	
<p>Teaching and learning</p> <ul style="list-style-type: none"> <li>• To cover and lead class teaching, as and when required</li> <li>• Direct the work, where relevant, of other adults in supporting learning</li> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li> <li>• Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning</li> <li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li> <li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment</li> <li>• Observe pupil performance and pass observations on to the class teacher</li> <li>• Undertake any other relevant duties given by the class teacher</li> </ul> <p>Planning</p> <ul style="list-style-type: none"> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role</li> <li>• Read and understand lesson plans shared prior to lessons, if available</li> <li>• Prepare the classroom for lessons</li> <li>• Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities</li> <li>• Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning</li> <li>• Plan how they will support the inclusion of pupils in the learning activities</li> </ul> <p>Working with staff, parents/carers and relevant professionals</p> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher</li> <li>• Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision</li> <li>• Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers</li> <li>• With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with</li> <li>• Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school</li> </ul>	

- Develop effective professional relationships with colleagues

#### Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education 2022) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- You will be required to follow school policies and the staff code of conduct.

***Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.***

This job description may be amended at any time in consultation with the postholder.

### Person Specification

E = Essential D = Desirable

Qualifications and training	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> <li>• First-aid training, or willingness to complete it</li> <li>• Level 3 qualification in education or equivalent</li> <li>• HLTA qualification</li> </ul>	E  E D D
Experience	<ul style="list-style-type: none"> <li>• Experience working in a school environment or other educational setting</li> <li>• Experience working with children / young people</li> <li>• Experience of planning and leading teaching and learning activities</li> </ul>	E  E E
Skills and knowledge	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations</li> <li>• Knowledge of guidance and requirements around safeguarding children</li> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>	E E E  E D  E  E E E E D

	<ul style="list-style-type: none"> <li>• Understanding of roles and responsibilities within the classroom and whole school context</li> <li>• Understanding of effective teaching methods</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> </ul>	D E E D D
Personal qualities	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>• Capacity to inspire, motivate and challenge children and young people</li> </ul>	E E E E E E E

### Application Process

Candidates are asked to complete all the standard information on the application form and submit a supporting statement, addressing all the criteria in the person specification.

Candidates are advised that when completing the references selection on the application form to please ensure that:

Your first referee is your current or most recent employer

If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide a reference an appropriate character reference

Please explain any gaps in your employment/education history and reasons for these gaps

Candidates must ensure they are able to provide evidence of their right to work and remain in the UK.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company.

**Completed applications must be received by 12 noon on Friday 13th January 2023.**

Interviews and tasks will take place on **Wednesday 18th January 2023.**

If you have any queries or require any further information, please contact Mrs Rhona Denton, Business Manager on 01924 302800 or [rdenton@horburybridgeacademy.co.uk](mailto:rdenton@horburybridgeacademy.co.uk)

We look forward to receiving your application.