



**Acorn**  
Education Trust



# Inclusion HLTA

Avon Valley Academy

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 22 settings: 16 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Avon Valley Academy

*Respect, determination and excellence.*

Avon Valley Academy is a thriving, co-educational school, educating young people between the ages of 11 and 16 years. Located in Durrington, our school has a strong reputation for being at the heart of the community and has built strong relationships with the two local army bases at Larkhill and Bulford.

As a school, we aim for every lesson and every day to be exceptional. To achieve this, we ensure that all staff have access to a wide variety of training and are given time to foster strong relationships with our students. Our staff take pride in how well they know our students and are always looking to go the extra mile to help them achieve their dreams. With our strong pastoral care and high standards for behaviour, our school encourages students to have high self-worth and love coming to school. This has created a vibrant school community in which each individual can thrive.

In May 2022 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

Our school has a wide range of excellent facilities, including:

- Sports fields, netball courts, tennis courts, astro turf pitches, a gym and sports hall;
- Dance and drama studios;
- Interactive whiteboards and projectors in classrooms;
- Computer suites in most teaching areas;
- A large hall equipped with full AV system and a stage for our productions, events and concerts;
- A library with a wide range of reading materials;
- Subject area suites for science, design technology and art;
- Enhanced Provision via our Link and Learning and Welfare Hub, as well as a Behaviour Hub;
- New buildings;
- Large grounds.

We look forward to welcoming you to our school.

Louise Hamilton  
*Headteacher*

For more information, please visit our website: [www.avonvalleyacademy.org.uk](http://www.avonvalleyacademy.org.uk)

# Job description

<b>Job title</b>	Higher Level Teaching Assistant (HLTA)
<b>Reporting to</b>	Class Teacher/ Headteacher

## Main purpose

The Inclusion Higher Level Teaching Assistant will:

- Work with class teachers, SEND and/or behaviour leads to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

## Duties and responsibilities

### Teaching and learning

- 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) and additional behaviour needs
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers, SEND and behaviour staff with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

### Planning

- 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
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

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## Job description continued

### Duties and responsibilities cont.

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- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

### Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- 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
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

### 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, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

*Please note: This Job Description may be amended at any time in consultation with the postholder.*

# Person specification

Criteria	Essential
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> </ul>
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 planning and delivering learning activities</li> <li>Experience in supporting children / young people with SEND and / or behavioural needs (desirable)</li> <li>Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
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> <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>
Personal attributes	<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>

The inclusion HLTA will be required to follow school policies and the staff code of conduct.

*Please note that 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 successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

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- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

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- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

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- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

# How to apply

If you would like more information about this role, please contact the school office via email at [office@avonvalleyacademy.org.uk](mailto:office@avonvalleyacademy.org.uk) or by phone on 01980 652467.

## To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Avon Valley Academy, Recreation Road, Durrington, Salisbury,  
Wiltshire, SP4 8HH

01980 652467

[office@avonvalleyacademy.org.uk](mailto:office@avonvalleyacademy.org.uk)

*Avon Valley Academy, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*