



Higher Level  
Teaching Assistant  
September 2023





# Welcome to Ings Primary School

Ings Primary School is a community primary school located in the east of the City of Hull. The school has approximately 273 children on roll, including a 26 place purpose-built nursery within our Foundation Stage as well as a 10 place autism hub.

The school has an early years' admission policy and this allows us to admit pupils at the beginning of the school year in which they reach their 5th birthday.

We are part of the Thrive Co-operative Learning Trust and work in partnership with 6 other primary schools and 2 secondary schools in the city.

## Values and Ethos

At Ings Primary School we believe that a child's early education is formative and enduring. The lessons we teach give the knowledge, skills, beliefs and attitudes that inform future choices and life's direction. They enable children to begin to discover who they are and what their place in a rapidly changing world might be. Our work is to provide children with a caring and safe environment in which to discover the adventure that is life.

We make it our mission to enable children to be successful and active participants in their own future, active participants in the futures of their friends, families and local community and active participants in the future of the world that they will inherit from us.



Ings Primary School, Ings Road, Hull, England HU8 0SL  
Telephone: **01482 374367** Email: [admin@ings.hull.sch.uk](mailto:admin@ings.hull.sch.uk)





# Results - Ings Primary School

KS2	Reading	Writing	Maths	Reading, writing and maths
% at age related	51.0	72.0	77.0	46.0
% at higher standard	10.0	10.0	21.0	5.0
Average progress KS1 - KS2	-1.30	0.3	0.9	-
Average scaled score	100.7	-	103.8	-

KS1	% at age related expectation
Reading	50
Writing	40
Maths	55
Reading, writing and maths combined	40

EYFS	% good level of development
Good level of development	57.9



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**Welcome from  
Thrive Co-operative  
Learning Trust Chief  
Executive Officer  
(CEO), Jonathan  
Roe**

On behalf of Thrive Co-operative Learning Trust, I would like to thank you for your interest in working with us.

Our mission is to *inspire pupils to thrive in life*. We work cooperatively as a multi-academy trust to enable each pupil, school, and community to reach their fullest potential, and to aspire living our co-operative values.

We hope that you would like to join us in this mission.




## Our Values



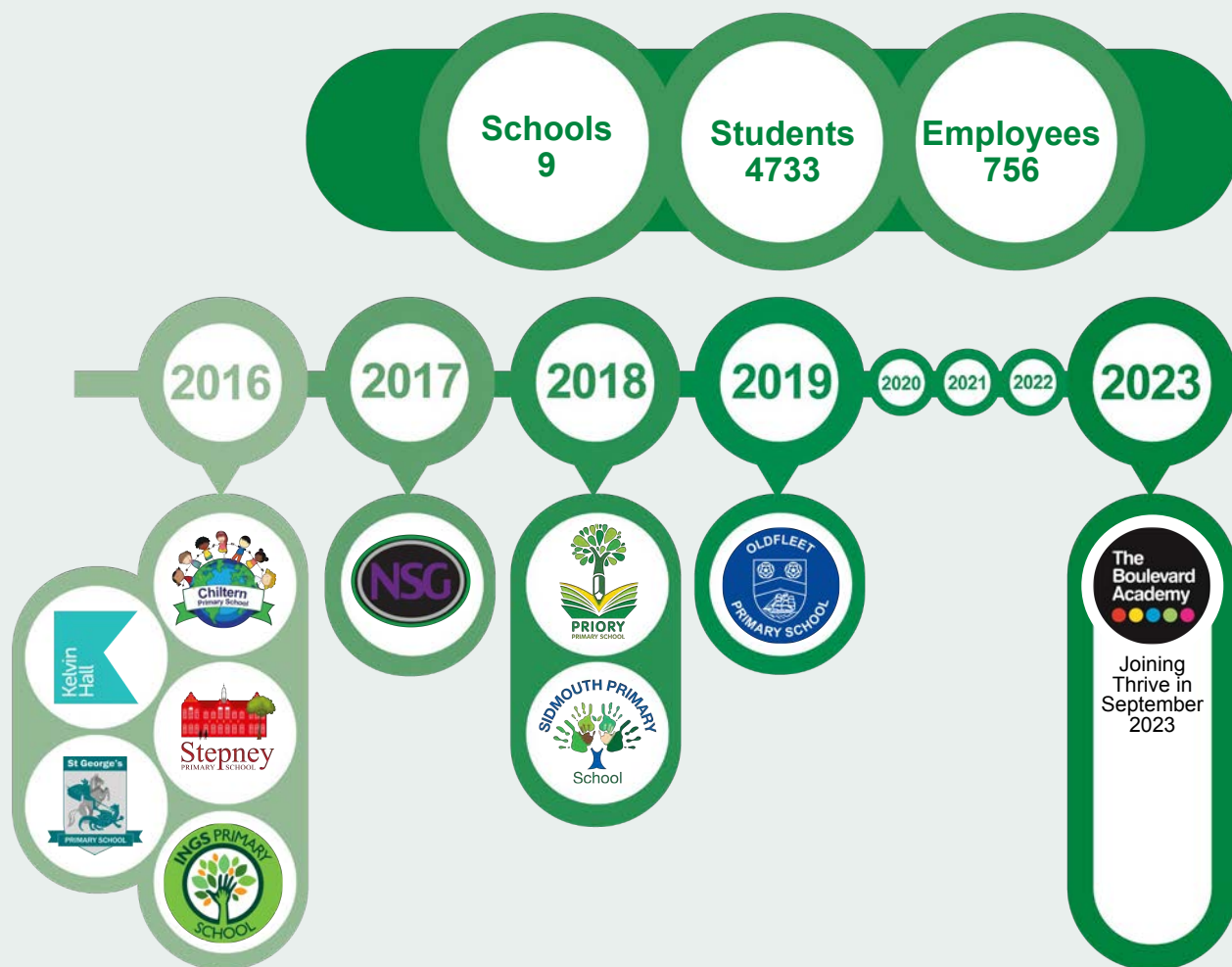
### Thrive Mission Statement *Inspiring pupils to thrive in life*

Thrive Co-operative Learning Trust **understands thriving to mean learning**, and learning to mean **growing in knowledge, self-reliance and in responsibility towards others**. Achieving this will allow pupils and staff to **develop a sense of agency and co-agency**, which is the awareness that we are powerful and can affect change, that life is something to be grasped rather than something that happens, and that we have maximum impact when **we work together for the common good**. This sense of agency plays out at three scales as it affects the future of **the individual, their community (local and national), and their planet**.

View our **Thrive Charter** here...



# Our Journey so far...

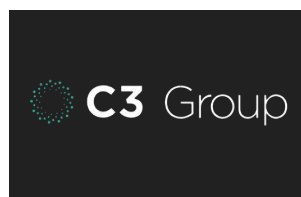


## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)





**HLTA**  
**Salary: Grade 8 Point 25 - 28 (£26,954 - £29,101 actual salary per annum)**  
**Hours: 33.75 hours per week, Term Time Only plus 5 days**  
**Permanent**  
**September 2023**

The Thrive Co-operative Learning Trust is responsible for nine schools across Hull; two secondary and seven primary. A Thrive school is one that is a dynamic community of staff, pupils and their families all focussed on one thing - *inspiring pupils to thrive in life*.

Ings Primary School, part of the Trust, are looking to appoint a Higher Level Teaching Assistant to join our team. You will be required to work 33.75 hours per week, term time only plus 5 training days.

The role will be to complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will involve planning, preparing and delivering learning activities for individuals/groups or whole classes. Also monitoring pupils, assessing, recording and reporting on pupils achievement, progress and development.

We would welcome any questions you might have about the role and encourage you to visit our school. Please contact [admin@ings.hull.sch.uk](mailto:admin@ings.hull.sch.uk) if that would be helpful. We also have available HLTA posts at Chiltern Primary School and Sidmouth Primary School for more information please visit <https://www.thrivetrust.uk/job-vacancies>

**Closing date: Friday 09th June, 3:00pm**

**Interview date: TBC**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education \(2022\)](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.



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# Job Description

Post Title	HLTA
Grade	8
Location	Ings Primary School
Reporting to	Head of School and Senior Leadership Team

## Purpose of Role

To complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

## Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
3. Establish productive working relationships with pupils, acting as a role model and setting high expectations
4. Develop and implement IEPs
5. Promote the inclusion and acceptance of all pupils within the classroom
6. Support pupils consistently whilst recognising and responding to their individual needs
7. Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance
9. Provide feedback to pupils in relation to progress and achievement
10. Organise and manage appropriate learning environment and resources
11. Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
12. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
13. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
14. Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
15. Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
16. Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc
17. Administer and assess/mark tests and invigilate exams/tests
18. Production of lesson plans, worksheet, plans etc.
19. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
20. Deliver local and national learning strategies e.g. literacy, numeracy, KS1 & KS2, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
21. Use ICT effectively to support learning activities and develop pupils' competence and independence in its use

## Key Responsibilities

1. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
2. Advise on appropriate deployment and use of specialist aid/resources/equipment
3. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
4. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
5. Contribute to the overall ethos/work/aims of the school
6. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
7. Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
8. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
9. Deliver out of school learning activities within guidelines established by the school
10. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
11. Manage other teaching assistants
12. Liaise between managers/teaching staff and teaching assistants
13. Hold regular team meetings with managed staff
14. Represent teaching assistants at teaching staff management/other appropriate meetings
15. Undertake recruitment/induction/appraisal/training/ mentoring for other teaching assistants
16. Any duties of a similar nature as directed by the class teacher or senior leadership team

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	Manage other teaching assistants
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Promoting inclusion of all and modelling behaviour of young people.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Prepare, maintain and use equipment and resources, including ICT, for use in relevant learning activities. Records and relevant files on pupils





		E	D	How Identified
<b>Qualifications</b>	NVQ TA Level 2 or equivalent	✓		AF, Q
	GCSE in English & Maths at Grade C or above	✓		
	Safeguarding Training (Level 1)		✓	
<b>Relevant Experience</b>	Experience in working flexibly across the school including the Foundation Stage and Key Stages 1 and 2	✓		AF, I, R
	Recent experience of working as an HLTA in a Primary School setting meeting all required standards	✓		
	Lesson observations good or better with positive feedback	✓		
	Experience of teaching phonics	✓		
	Experience of preparing and mounting displays		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Excellent classroom practitioner	✓		
	Excellent Literacy/Numeracy skills	✓		
	Willingness to learn, acquire and apply new skills	✓		
	Use IT effectively to support learning and communication	✓		
	Experience of Co-ordinating a subject across the school	✓		
	Relevant experience of developing and implementing IEPs		✓	
	Commitment to Restorative Practices	✓		
	Good organisational skills in the workplace	✓		
	High levels of drive, motivation, enthusiasm and high expectations of staff and pupils	✓		
	Knowledge of EYFS & KS1 & KS2	✓		
	Willingness to support extra-curricular activities	✓		



		E	D	How Identified
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I, R
	Full working knowledge of relevant policies/codes of practice/ legislation including SEN	✓		
	Working knowledge and experience of planning and implementing the National Curriculum and the Foundation Stage curriculum	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I, R
	Excellent level of Interpersonal and communication skills:- (a) Written (b) Oral skills (c) Computing Ability to work independently and as part of a team	✓		
	Ability to establish good professional relationships and effective working relationships with all stakeholders	✓		
	Understanding of and commitment to equality of opportunity	✓		
<b>Personal Qualities</b>	Commitment to attending all relevant training including staff meetings	✓		AF, I, R
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)



# How to apply



Application forms can be downloaded from our website and should be returned to [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk) by the closing date below.

Should you wish to have an informal and completely confidential discussion please contact the school office on 01482 374367 or email [admin@ings.hull.sch.uk](mailto:admin@ings.hull.sch.uk).

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**Interview Date: TBC**



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