



# HIGHER LEVEL TEACHING ASSISTANT RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





The Keresley Academies are thriving schools that are committed to Building Brighter Futures for all of their students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*John Astley, Interim Head of School*

<b>JOB TITLE:</b>	<b>HIGHER LEVEL TEACHING ASSISTANT</b>
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join Keresley Newland School. The school is passionate about building brighter futures for its pupils. We are seeking to appoint an excellent Higher Level Teaching Assistant to collaborate with teachers and leadership in planning and delivering programmes of teaching and learning activities for classes and intervention groups ensuring that students are able to safely access all aspects of School life, and achieve their full potential during their time at Keresley Newland School.</p> <p>The successful candidate will work with teachers and leadership to support and enhance our PE provision and implement pupil behaviour strategies</p>
<b>REPORTING TO:</b>	Interim Head of School
<b>LOCATION:</b>	Based at The Keresley Grange Primary Academy with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	<p>Grade 4 - £20,947 - £23,970 per annum (pro-rata salary)</p> <p>37 hours per week, 39 weeks per annum</p> <p>Mon – Thu: 8.00 – 4.00 pm and Fri: 8.00 am – 3.30 pm</p>
<b>BENEFITS:</b>	<ul style="list-style-type: none"> <li>• Competitive rates of pay</li> <li>• Extensive professional development opportunities across the Trust</li> <li>• Career pathways across the Trust</li> <li>• Teacher/Local Authority Pension Schemes</li> <li>• Online retail discount</li> <li>• Employee Assistance Programme</li> <li>• Family Friendly policies to support family &amp; carer commitments</li> <li>• Flexible Working Arrangements</li> </ul>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

# JOB DESCRIPTION



## Job Purpose

To collaborate with leadership in planning and delivering programmes of teaching and learning activities for classes and intervention groups. To provide intervention programmes, in-class support and undertake educational activities with individuals, groups and whole classes utilising agreed behaviour strategies under the overall direction and supervision leadership.

## Duties and Responsibilities

- Plan, prepare and deliver assigned programmes of teaching and learning activities and interventions to individuals, small groups and/or classes, modifying and adapting activities as necessary under the overall direction and supervision of leadership.
- Support staff in modifying resources to support the scaffolding required for lower level learners, including the implementation of counters and word banks.
- Implement Individual Development Plans for students, including attendance at, and contribution to reviews.
- Use student data, detailed knowledge and specialist skills to support students' learning.
- Prepare resources and adapt materials to suit individual students with either specific or general learning needs.
- Implement agreed learning activities/teaching programmes and targeted interventions using strategies in liaison with leadership, to support pupils to achieve learning goals.
- Liaise with teachers and other staff at the school, to obtain, exchange and record information on the individual student's progress, including liaison with TAs and contributions to OB2L meetings.
- Responsible for obtaining sufficient student specific information to assist in meeting individual student needs.
- Monitor and record (in liaison with leadership), the progress of targeted students using in-house data to support decision-making.
- Support the role of parents/carers in student's learning and contribute to meetings with parents/carers to provide constructive feedback on student progress.
- Establish productive working relationships with students providing feedback to them in relation to progress and achievement.
- Promote student independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self-reliance.
- Support students in social and emotional well-being, reporting problems to the leadership as appropriate.
- Establish and maintain relationships with families, carers and other adults/external agencies, such as speech and language therapists, educational psychologist, etc.
- Ensure that pupils are able to safely use equipment and materials provided.

- Support and contribute to the overall ethos/work/aims of the school.
- Assist with group/whole class activities within the classroom/school.
- Under the direction of leadership, provide assistance to students during lessons, field projects, after-school clubs and/or site visits.
- Attend training sessions in accordance with the requirements of leadership.
- Attend and participate in relevant meetings as required.

#### **Line management**

- Support for other Teaching Assistants as directed by leadership.
- To support the leadership with the timetabling of other Teaching Assistants if needed, including own timetable.

#### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Higher-Level Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

# PERSON SPECIFICATION



	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English, Maths and Science at Grade C or above or equivalent</li> <li>Educated to GCE Advanced Level / NVQ Level 3 or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A level 3 or 4 qualification of specific relevance to role</li> <li>HLTA status or qualification to be achieved within 18 months of starting in post</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Highly organised; can prioritise and work well under pressure.</li> <li>Able to communicate effectively both verbally and in writing with a range of audiences including students, teachers, other professionals and parents</li> <li>Strong ICT skills and the ability to interpret and use data to inform effective learning strategies.</li> <li>Able to be proactive, pre-empting student needs.</li> <li>Able to inspire and motivate young people to achieve their goals.</li> <li>Able to understand curriculum content and make it accessible to students.</li> <li>Ability to plan lessons and series of lessons that enable students to make progress in their learning</li> <li>Able to implement action plans for individual and groups of students.</li> <li>Able to create, adapt and modify materials and resources to make them accessible to students.</li> </ul>		Application form Interview Written Test

	<ul style="list-style-type: none"> <li>• Able to support with the implementation of the school's Behaviour Policy and SEN Policy.</li> <li>• Able to work as an effective team member and work on own initiative.</li> <li>• Ability to organise, lead and motivate individuals and a team.</li> <li>• Able to maintain confidentiality and data security.</li> <li>• Able to consistently produce high quality work.</li> <li>• Be able to form professional relationships with students, some of whom may have additional needs.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 year's classroom experience, or relevant work with young people in one of a range of fields such as education, youth work, health and social work.</li> <li>• Able to present to a variety of audiences.</li> <li>• Proven ability in providing in-class support to children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to lead and manage a small team of Teaching Assistants.</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Ability to use and interpret data.</li> <li>• Knowledge of the different ways students learn.</li> <li>• Ability to find solutions to complex problems.</li> <li>• Understanding of the needs and characteristics of young people and their families.</li> </ul>		
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others.</li> <li>• Committed to equal opportunities</li> <li>• Committed to and able to promote the aims of the school and the values</li> </ul>		



Other requirements continued	of he Trust: Students First, It's about Learning, No Barriers. <ul style="list-style-type: none"> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		
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## HOW TO APPLY



CLOSING DATE:	Monday 8 July 2024
INTERVIEWS:	W/C 15 <sup>th</sup> July 2024

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- The Keresley Academies Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.