



Appointment Brief for Higher Level Teaching Assistant

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Dear Applicant,

Re: HLTA Vacancy – Lanchester Primary School

Thank you for your interest in applying to Lanchester Primary School for the position of Higher Level Teaching Assistant . We are looking to appoint a hard-working and dedicated candidate to join our friendly LSP team.

Lanchester Primary School is a very well regarded school in central Watford, having had a very positive Ofsted inspection in July 2019. Along with our two sister schools, we have now joined the Danes Educational Trust. You will be joining the school at a time when we will be reaping the huge benefits of our involvement with Danes.

Our vision at Lanchester is that every child is valued, celebrated and encouraged to be the best version of themselves that they can be. Our children realise their full potential through taking pride and having fun in their learning. In so doing, they grow into confident citizens of their world, who can make a positive difference.

We inspire our children to enjoy their childhood, while becoming:

- Independent, resilient, lifelong learners
- Thriving, adaptable and aspirational people
- Caring, considerate and respectful members of society.

We are a two-form entry primary school situated near the centre of Watford with excellent transport links into / from London, we are also close to the M25. You can visit our school website: www.lanchestercfs.org.uk for further information about the school.

The successful candidate must be able to demonstrate that they share our values and are highly motivated and that they are flexible in their approach. They would also be aware of the importance of hygiene in the workplace. If this is you then we would be delighted to receive your application.

The governors and myself are committed to the well-being and continuing professional development of all members of staff. This role would provide an excellent opportunity for an outstanding and ambitious person. DET has a track record of excellent pupil attainment and achievement and offers exceptional professional development opportunities both within the Trust and School. More information about the Trust can be found [here](#).

Yours sincerely ,

Mr John Dibden
Principal





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Jupiter Primary School, Lanchester Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title: Higher Level Teaching Assistant

Line Manager: Deputy Head Teachers

Pay Range: H5- H6 SP 9- 19 £20,904 – £25,481+ £898 Fringe Allowance

(Depending on Experience and Qualifications)

Actual starting salary £16,329.01 – £19,757.03 Including Fringe Allowance

Work Pattern: Monday – Friday 8.30am – 3.30pm

Weeks Worked: Term Time plus INSET days

Core Purpose

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

Responsibilities:

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - Provide specialist support to pupils where English is not their first language
 - Provide specialist support to gifted and talented pupils
 - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures
- Provide cover supervision of classes
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Invigilate exams and tests
- Be responsible for the presentation of displays.

Job Description





Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Deputy Head Teachers

Contacts

The post holder will work staff, Governors, pupils, visitors

Job Description continued.



DANES EDUCATIONAL TRUST



We are looking for ...

Knowledge, Experience and Training

Essential:

- NVQ level 2 in numeracy and literacy (or equivalent)
- Working towards NOS
- Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet)
- Understanding of statutory and non-statutory frameworks for school curriculum
- Understanding of SEN code of practice and disabilities legislation
- Understanding of Health and wellbeing, safety and child protection
- Understanding of the Schools Ethos and Values

Desirable:

- Gained NOS or HLTA status
- Working knowledge of Health, wellbeing and safety
- Awareness of keeping children safe
- Basic knowledge of First Aid
- Knowledge of Data protection and confidentiality
- Understanding of the Schools ethos and values

Person Specification



We can offer a range of benefits including:

- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Occupational Health
- Free parking
- Staff Committee that organise regular social events



Benefits

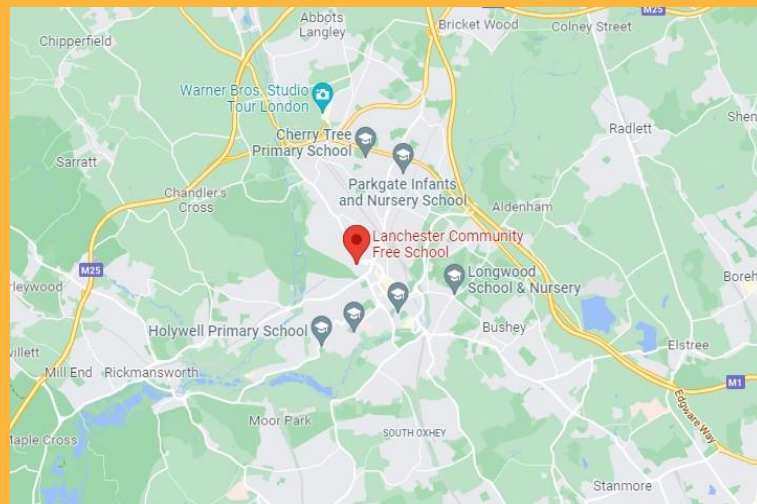




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<https://www.lanchestercfs.org.uk/>



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