



LORDSWOOD SCHOOL

HLTA Opportunity



Learning without limits

An introduction to Lordswood School



Thank you for your interest in becoming part of our school community.

Lordswood School is a popular, high performing school in Medway and we are proud of the impact that we are making on the lives of our young people. Our motto 'Learning Without Limits' expresses our deep desire to enable pupils to fulfil their greatest potential and to be encouraged to try new things and excel.

We have a strong vision based on our belief in developing Proud Traditions, Wide Horizons and High Achievement and supported by our family of Griffin Schools. Our collegiate working with our closest GST partner schools in Medway, enables us to offer excellent educational experiences to our pupils. As a GST school, we do not teach young people to know their place in society but rather discover their talents and passions and to take their place in society, making a difference wherever their futures take them.

As a valued member of our Lordswood family, you will:

- Work with people who are committed to developing your talents, both professionally and personally.
- Be given the best opportunities to support a career in teaching.

lordswood-gst.org

Why us?

Lordswood School is a two form entry school with a Nursery, in the suburbs of Chatham. Chatham is proud of its history and Lordswood prides itself on reflecting that in our values and ethos.

We offer an ambitious range of opportunities through our exciting extra-curricular activities and our inspiring creative curriculum working in partnership as a collegiate with Saxon Way and Kingfisher Primary School. The foundation of all Griffin Schools is built on three pillars: proud traditions, wide horizons and high achievement. Griffin Arts Festival, Sports Festival and Science Symposium are annual proud traditions which inspires our community and raises aspirations.

At Lordswood we follow a values based curriculum to give children the knowledge and understanding to make informed choices; both now and in the future, developing confident, resilient and effective citizens. Our core values of “Respect, Honesty and Perseverance” are reflected in everything we do and aspire to be.

Lordswood is a school passionate in supporting the ‘whole’ child and giving them an amazing experience so they develop a love of learning.

“Provision for developing pupils’ personal development and welfare is outstanding”.

Ofsted January 2019

We offer a tailored programme of CPD to ensure all of our team are aspirational and striving for their own successes. All staff are encouraged to develop and have the opportunity to lead across the collegiate. Lordswood prides itself with its stable workforce and its supportive Leadership. The school prioritises wellbeing, offering staff wellbeing activities and access to an Employee Assistance Programme.

Medway is one of the south-east’s most aspiring and developing destinations, marrying its celebrated heritage with a rapidly emerging continental-style cultural scene.

It is ideally located, close to London and within easy reach of the channel ports. Medway takes its name from the magnificent river that flows through it and comprises of the three major towns of Rochester, Chatham and Gillingham.

Individually, the towns have their own place in history and unique identity - in particular Rochester with its iconic castle, cathedral and connections to Charles Dickens. Chatham with its maritime and military heritage.

The area hosts more than 30 days of free festivals and events each year. From bustling street festivals, theatre performances to major international sporting events at Medway Park.

HLTA Job Description & Person Specification

Purpose

The Higher Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants, working together to care for and educate the pupils in the school. The HTLA makes a specific contribution to the school's teaching and learning program.

The HTLA works under the direction and is responsible to the Head, and that general authority will be delegated to a relevant member of SLT. The HLTA will work in collaboration with the SENCo and class teachers.

Principal Responsibilities

- ◇ Subject to the direction and supervision of a designated teacher:
- ◇ Supervise/cover whole classes or groups.
- ◇ Collaborate with teachers/managers to organise and teach classes and contribute to planning in the planned absence of a teacher including PPA across the school.
- ◇ Provide written and verbal feedback to teachers and pupils in relation to teaching and learning / progress and achievement.
- ◇ Work with pupils either one-to-one or in small groups or those with specific learning needs/difficulties.
- ◇ Undertake first aid training and administer, ensuring appropriate documentation is completed.
- ◇ Be familiar with individual Health Care Plans for specific children.
- ◇ Be familiar with school support or behaviour plans, targets and learning objectives.
- ◇ Promote the inclusion and safety of all pupils and follow the school's safeguarding policy.
- ◇ Supervise pupils, on or off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events.
- ◇ Use ICT in teaching and learning and support pupils in the use of ICT.
- ◇ Take part in relevant training and professional development.

- ◇ Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school, to promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth.
- ◇ Supervise at playtimes and at lunchtimes to ensure the continued safety of children and support the development of social skills by planning, teaching and participating in playground games and activities.
- ◇ Occasionally supervise children in the dining area, following school policy and ensuring good standards of behaviour and manners. Investigate and deal with any incidents, reporting any serious incidents of unacceptable behaviour to an appropriate member of staff.
- ◇ Undertake duties relating to the setting up and running of an extra-curricular club.
- ◇ Attend staff meetings and development days if required.
- ◇ Any other duties as directed by the Head.

Person Specification

- ◇ English and maths grade C or above at GCSE essential
- ◇ HLTA status optional
- ◇ Degree qualification desirable
- ◇ A general knowledge of and experience of using basic ICT programmes for emails and word processing.
- ◇ A willingness to develop further ICT skills related to the teaching of pupils and administration of the post
- ◇ Excellent interpersonal skills
- ◇ Good oral and written communication skills
- ◇ Previous experience of working with primary aged children
- ◇ Ability to work on own initiative
- ◇ Ability to work as part of a whole school team
- ◇ Commitment to supporting staff and pupils in raising standards

About the Griffin Schools Trust



The Griffin Schools Trust is a Head-led Trust. Founded by former school and system improvers who have led high-performing schools in the UK, Europe and Asia, the Trust works with the Heads and wider communities of its 12 schools in the Midlands and South East to develop a shared mission and values while preserving the individuality of each school.

The family of schools and the Trust's Board share a conviction that great schools are built on the three pillars of Proud Traditions, Wide Horizons and High Achievement. In practise this means rich extra-curricular programmes and high quality pastoral care as well as an inspiring curriculum, expertly taught. The Trust seeks to build community and communality across its primary and secondary schools, promoting unity rather than uniformity and enabling each school to lead its own journey to success. It is a given that schools work together within and cross phase to enhance their provision, speed their journeys to 'great' and celebrate the arts, sports and Founders' Day events.

The Trust offers direct access to a central team of experienced educationalists who provide strategic support and guidance, as well as central operational management services. Membership of the Trust affords its schools the opportunity to share best practice, to develop high order leadership skills and to have a voice in education nationally.

With 2 secondary and 10 primary schools GST currently has a combined pupil population of 5,500.

www.griffinschoolstrust.org



GRIFFIN SCHOOLS TRUST



Bramford
West Midlands
Joined June 2013



Chivenor
West Midlands
Joined February 2014



Perry Wood
West Midlands
Joined December 2012



Nicholas Chamberlaine
North Warwickshire
Joined September 2013



Park Lane
North Warwickshire
Joined November 2013



Race Leys
North Warwickshire
Joined September 2012



Lammas
East London
Joined December 2018



Riverley
East London
Joined November 2013



Willow Brook
East London
Joined April 2015



Kingfisher
Medway
Joined September 2013



Lordswood
Medway
Joined September 2013



Saxon Way
Medway
Joined November 2013

How to Apply

Candidates should submit an application which fully addresses the competencies outlined in the role description and person specification.

Completed application forms should be addressed to office@lordswood-gst.org and sent to Lorraine Horgan



LORDSWOOD
SCHOOL

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Head: Jayne Lusinski