



**Higher Level Teaching Assistant**

**Application Pack**

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**Letter from Cathie Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Cathie Paine**

**CEO**

# Our Touchstones

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago Touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Higher Level Teaching Assistant (HLTA) at Martlesham Primary Academy, Black Tiles Lane, Martlesham,**

**Woodbridge, Suffolk, IP12 4SS**

We are looking for an inspiring Higher Level Teaching Assistant (HLTA) to join our team in January 2024 on a part – time contract working 2 days a week.

If you can answer yes to these questions then we think you should read on!

* Do you hold the necessary HLTA certified qualification?
* Do you firmly believe that all children should be nurtured, happy, cared for and know that you are fighting for them?
* Do you want to work in a school where you can make a difference?

We have a great team with effective systems in place.

**The ideal candidate will:**

* Have high expectations and believe every child can achieve
* Make learning irresistible, effective and inclusive
* Be excited about ongoing professional development, being a lifelong learner
* Actively contribute to the wider life of the school
* Have excellent interpersonal skills and be able to work well as part of a team

**For successful candidates we can offer:**

* Amazing children who want to be the best versions of themselves
* A dedicated, motivated staff
* A leadership team who works with the staff and listens to feedback
* An active school community with supportive families
* A vibrant and welcoming learning environment
* Excellent training at all levels through the school and REAch2 Academy Trust
* A ‘good’ rated ofsted school

**Background Information about the School**

Martlesham Primary Academy is a small, successful primary school (Ofsted Good 2018) situated in Black Tiles Lane, Martlesham.

Our school prides itself on relationships and this is what makes our school a special place to be. We offer an engaging curriculum which provides exceptional learning opportunity for all of our pupils. The school has been part of the REAch2 Academy Trust since April 2016. One of the many benefits for working for a multi academy trust is the partnership with other schools across the Trust. The Trust prides itself on its Touchstones which are embedded in everything we do. We are fully committed to providing exceptional learning opportunities for all of our pupils.

**Our Vision as a school is to:**

* Provide quality learning and teaching through a stimulating curriculum.
* Provide a supportive and caring environment, which promotes respect and consideration for all.
* Encourage and celebrate achievement, with high expectations and develop resilient lifelong learners.
* Ensure equality of opportunity enabling everyone to make the most of their abilities, interests and talents.
* Prepare children for life in modern Britain and the wider world.

As a school we have five ‘learning powers’ which are embedded into our daily school life. These not only enable our children to be successful learners but also ensure our school community is a positive place to be. Our learning powers are Respect, Responsibility, Resilience, Aspiration and Collaboration.

As a member of the REAch2 Trust, a national family of primary academies, Martlesham Primary Academy is committed to raising standards and achieving excellent for all pupils whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Martlesham Primary Academy is committed to safeguarding and promoting the welfare of children and young people / vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check and satisfactory written references.

# The application

You are invited to submit an application form to **Nina Wood, Office Coordinator** by email[nina.wood@martleshamacademy.org](nina.wood%40martleshamacademy.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion or school visit please contact **Nina Wood, Office Coordinator** by calling 01473 624409 orby email[nina.wood@martleshamacademy.org](nina.wood%40martleshamacademy.org)

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Wednesday 13th December 2023 |
| **Interviews:** | Monday 18th December 2023 |
| **Contract Details:** | Part – time, working 2 days a week (flexible) |
| **Salary:** | NJC point 6 |
| **Start date:**  | January 2024 |

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post: Higher Level Teaching Assistant (HLTA)**

**Responsible to: Class Teacher/Phase Leader/Headteacher**

**Core Purpose**

To be responsible for planning and preparing lessons/learning activities and to deliver these in either a subject specialism or key stage of the national teaching and learning curriculum to a whole class.

To cover full classes in the absence of teaching colleagues.

To be responsible for recording and reporting on development progress and attainment.

To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Responsibilities**

* Strategic direction and development of National Curriculum provision in the school with the support of, and under the direction of the Head and Deputy Head Teacher(s) to:
* Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;
* Analyse and interpret relevant school, local and national data relating to their own class and advise the head teacher on the level of resources required to maximise achievement;
* Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class;
* Consider the views of both pupils and parents/carers and to respond appropriately

**Teaching and Learning:**

* Develop a classroom environment and teaching practice which secures effective learning across the breadth of the National (including Foundation Stage) Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline;
* Support the identification of, and provision for pupils with additional educational needs;
* Regularly monitor progress of pupils within their class which is then reflected in teaching plans,
* Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements;
* Ensure setting of realistic and challenging expectations for pupils in their class
* Liaise effectively with staff to ensure the successful transition of pupils through the school
* Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole;

**Relationships with Staff:**

* Achieve constructive working relationships with all staff
* Direct, organise and manage the work of support staff within the classroom,
* Provide regular information to senior staff on class progress;

**Effective deployment of staff and resources:**

Maintain and develop class resources and budget, co-ordinate their deployment and monitor their effectiveness in meeting the class objectives;

**General Duties:**

* Promote equal opportunities within the school and to seek to ensure the implementation of the school’s equal opportunities policy.
* Take on any additional responsibilities which might, from time to time, be determined.

**Other requirements:**

* To participate in training and performance management as required.
* To have an up-to-date Enhanced DBS Disclosure with barred list.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications and experience** |
| Level 2 qualification in English/Literacy | \* |  |
| Level 2 qualification in Maths/Numeracy | \* |  |
| Higher Level Teaching Assistant Qualification | \* |  |
| Level 3 qualification in English/Literacy |  | \* |
| Level 3 qualification in Maths/Numeracy |  | \* |
| Qualified Teacher Status |  | \* |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Evidence of excellent classroom practice with the ability to create a class atmosphere that is achievement orientated and to inject pace into a lesson, using strategies that build children’s self-esteem. | \* |  |
| Experience of teaching year groups within Foundation Stage/Key Stage 1/Key Stage 2 | \* |  |
| Evidence of the ability to raise standard significantly in own classroom and throughout the school. | \* |  |
| **Skills , abilities and personal attributes** |
| Ability to provide a high quality, well differentiated education and expect high standards from all children. | \* |  |
| Ability to contribute effectively to support team work. | \* |  |
| Ability to communicate and work effectively with parents/carers and external agencies in partnership. | \* |  |
| Enthusiasm for teaching, a positive philosophy and outlook, coupled with a good sense of humour. | \* |  |
| The willingness and ability to move between key stages FS/KS1/KS2 if required. | \* |  |
| Full knowledge and understanding of the Foundation Stage Curriculum Guidance, National Curriculum and the National Primary Strategy. |  | \* |
| ICT skills for both personal and classroom use. |  | \* |
| Ability to communicate well, be an effective whole school team member. | \* |  |
| Highly organised, with the ability to work on own initiative. | \* |  |
| Ability to ensure that policy and procedures are carried out correctly and effectively. | \* |  |
| Ability to self-evaluate learning needs and actively seek learning activities. | \* |  |
| Understanding of the need at all times for confidentiality and discretion. | \* |  |
| Ability to engage in professional dialogue about the curriculum, school organisation, procedures and policies. | \* |  |
| Commitment to promote and support the aims of REAch2  | \* |  |

All staff are expected to understand and be committed and to contribute to Trust’s commitment to Equal Opportunities for all.