



**LEARNING**  
ACADEMIES TRUST

# HIGHER LEVEL TEACHING ASSISTANT (SUPPORT CENTRE) RECRUITMENT PACK

MAYFLOWER COMMUNITY ACADEMY

**BELIEVE YOU CAN, TOGETHER WE WILL**

 [www.learningat.uk](http://www.learningat.uk)  01752 938028  [info@learningat.uk](mailto:info@learningat.uk)



## About the Learning Academies Trust

The Learning Academies Trust was originally formed by three Plymouth primary schools in November 2016 and has grown from there. In terms of pupil numbers, the Trust is now the largest primary school MAT, or Multi Academy Trust in the city of Plymouth with plans on the horizon to grow.

The Learning Academies Trust is a family of schools dedicated to delivering outstanding education to all our children, whatever their starting point or background. Our Trust holds three core beliefs at the centre of the work we do:



Every child in our Trust deserves an outstanding education



Schools work best when they work together



Every school is unique

All of our schools are committed to the following values:

**Together we will...**

Aim to develop our children as responsible rounded citizens

Not let social disadvantage be an obstacle to success

Develop our children's love of enquiry and perseverance to become life-long learners



Provide a rich and stimulating curriculum which is broad and balanced

Establish an inspirational environment in every classroom

Work hard every day to be 'outstanding' in everything we do

Strive for the highest academic standards

We know that with great leadership, inspirational teaching, caring pastoral support and hard work, every child in every one of our schools can succeed. By joining our Trust, you will

become part of an inspiring group of people, committed to shaping a great future for our city's children.

The Learning Academies Trust is comprised of 9 Primary Schools across the city of Plymouth, and delivers exceptional education to approximately 3400 children and employs over 600 members of staff. Each school has a unique identity and set of values but are joined together in their aspirations for their communities. For more information about the Trust, our schools and what we do, check out our website [www.learningat.uk](http://www.learningat.uk)

## A message from our Chair of the Trust Board...



Mr John Butcher

Thank you for showing interest in joining the Learning Academies Trust. We are proud of our achievements to date and our recognition as a truly collaborative and united partnership of Plymouth primary schools. It is our aim to support our schools with expert advice from a central team of experts covering estates, IT, finance and HR. Furthermore, our school improvement offer demonstrates a shared, supportive understanding of curriculum delivery that meets the needs of our young people.

The LAT believes that strong communication between the strategic direction provided by the Trust Board and its local governing bodies is also significant in establishing a coherent and shared vision with common values embedded in our practice. I truly hope you will want to explore this exciting professional opportunity and we would be delighted to share our offer with you during the application process.

## A message from our CEO...



Mr Simon Spry

This is an exciting time to be considering a career with us at the Learning Academies Trust. As a Primary phase family of local schools with continued growth plans, we have high expectations to deliver the very best for our children.

If you are passionate about working with us and the children in our schools, we'd love to hear from you. Information about the role and the school you are applying for are detailed in this pack and for wider Trust wide news and information, please check out our website or Twitter feed @learningatceo.

If you would like any further information or a conversation about the Trust, then there is no better way than to do this in person.

Please contact our Trust HR Team to arrange a time to talk [hr@learningat.uk](mailto:hr@learningat.uk)

## About Mayflower Community Academy

Headteacher: Mr David Sammels

Location: 41 Ham Drive, Ham, Plymouth PL2 2NJ

Approximate number of students: 390

Approximate number of staff: 80



## Message from the Headteacher

We are delighted to welcome you to our forward-thinking school. Our staff are committed in their role of creating the most inspirational opportunities for our pupils and their families. Each school role plays an important part in supporting our wider team to do just that. Mayflower routes itself in informed educational practice and plays a pivotal role in both local and national research and development. We pride ourselves on developing leaders who strive to develop the talents and interests of our community. We look forward to meeting new members who can take us even deeper into this work. We welcome your application. Together we can...

David Sammels, Headteacher

## Higher Level Teaching Assistant Job Description

<b>Job Title</b>	Higher Level Teaching Assistant Support Centre
<b>Location</b>	Mayflower Community Academy
<b>Responsible to</b>	Headteacher
<b>Job Type</b>	Permanent
<b>Salary FTE</b>	Grade E £25,878 – 28,371
<b>Actual Annual Salary</b>	£22,157 – 24,291
<b>Hours/weeks</b>	37 hours per week/ 39 weeks per year
<b>Closing Date</b>	9am Monday 5 <sup>th</sup> December 2022
<b>Interview Date</b>	Wednesday 7 <sup>th</sup> December 2022
<b>Start Date</b>	ASAP

## Job Summary

Working within the Support Centre to support the teaching staff and SENCO in providing an outstanding education through working with children with SEND to deliver their EHCPs and support transitions during the day. Promoting and embedding the school's ethos and values in everyday activities. To work with teachers to plan, organise and support teaching and

learning activities for classes. To complete specified work for a whole class, individuals and groups under the direction and supervision of a qualified teacher.

Responsible for the management of Teaching Assistants and other classroom support staff across the centre and the development of specialist areas as directed by the Headteacher.

### Key Roles and Responsibilities

- Working in partnership with teachers to deliver learning activities to whole classes during the teacher's PPA time.
- Provide short term cover for training and other absence.
- Using initiative to assess and evaluate pupils' needs and leading the delivery of learning activities.
- Taking responsibility for planning challenging learning objectives
- Selecting and preparing appropriate resources to lead learning activities. Work with individuals and groups, under the direction of the teacher, to support learning.
- Contribute to planning and evaluation of lessons within a framework set by the teacher.
- Support teachers to assess student needs and progress, and use detailed knowledge and specialist skills to support learning and promote independence.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Contribute to the development and implementation of individual plans for pupils and attend and contribute to reviews.
- Support transition.
- Support the role of parents/carers in students' learning and contribute to meetings.
- Line-manage designated support staff.
- For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training.

### Additional Information

- The post holder is required to uphold and promote the school's policy on Data Protection and GDPR, to be mindful of their responsibilities under the act/s in processing personal data and of the implications of unauthorised disclosure.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the Trust's responsibilities towards safeguarding.
- This post is subject to an Enhanced Disclosure and Barring Service Check for Regulated activity.



## PERSON SPECIFICATION

<b>Job Title</b>	Higher Level Teaching Assistant
<b>Location</b>	Mayflower Community Academy
<b>Grade</b>	Grade E

Attributes	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of Grade C in GCSE Maths and English or equivalent qualification</li> <li>• Working towards NVQ3 or equivalent experience</li> <li>• Able to evidence a willingness to take part in professional development opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• A - Level or above e.g. Degree level qualifications to compliment the educational based role</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working within a school with high numbers of children with additional needs</li> <li>• Good literacy and numeracy skills</li> <li>• Understanding of effective teaching methods</li> <li>• Ability to plan, teach and lead lessons across school year groups</li> <li>• Knowledge of how to successfully lead learning activities for a group or class of children.</li> <li>• Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</li> <li>• Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</li> <li>• Knowledge of relevant policies/codes of practice/legislation</li> <li>• Understanding of child development and learning processes</li> <li>• Knowledge of First Aid</li> <li>• Knowledge and experience of using IT to produce electronic based resources and assessment materials.</li> <li>• Good knowledge of the primary curriculum, including phonics.</li> <li>• Experience of strategic communication through social media and websites.</li> </ul>	<ul style="list-style-type: none"> <li>• A full driving licence to support educational trips, attendance at meetings which are off site or further qualifications such as minibus licence</li> <li>• First aid in the work place or higher qualification</li> <li>• Manual Handling qualification</li> <li>• Knowledge and experience of teaching or supporting bilingual pupils to participate in learning activities to develop literacy and numeracy</li> <li>• Experience or aspirations to create publications and/or marketing material</li> </ul>

<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to build effective working relationships with pupils and adults.</li> <li>• Ability to use initiative and prioritise work</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> <li>• The ability to remain calm in stressful situations.</li> <li>• Good IT skills, particularly using IT to support learning.</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> </ul>	
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## Working for our Trust

By working within our Trust, you will be part of a team of people who want to make a difference in the lives of the children and communities we serve. Whether you are joining us in a teaching capacity or a support service position, you will become vital in helping to shape the futures of the next generation for our city.

The Learning Academies Trust strives to be an employer of choice in the southwest. We are committed to developing our employees to their full potential and take great pride in the availability of learning and development resources for our staff. From training days to an extensive package of e-learning courses, you will have a wealth of opportunities available to develop your skills and experience.

## Employee benefits



In January 2020, the Learning Academies Trust became the first education employer in Plymouth to achieve the Livewell Southwest Wellbeing at Work Bronze Award. The Trust is committed to supporting the wellbeing of all staff and is proud to work closely with official bodies to ensure we have a holistic approach to staff wellbeing.

As a Learning Academies Trust employee, you will have access to a growing list of benefits to support you both professionally and personally. Our benefit package includes:

- Free counselling services for personal or professional support
- Cycle Scheme



- Employee Newsletter
- Regular recognition awards
- DSE Eyecare scheme
- iHASCO online training courses
- Annual flu vaccination
- Annual health check
- Discounted gym membership

## How to apply

In order to apply, please use the button at the bottom of the advert

([www.learningat.uk/join-us/vacancies/](http://www.learningat.uk/join-us/vacancies/)) to download and submit an application form.

Alternatively, you can email your completed application to [hr@learningat.uk](mailto:hr@learningat.uk). If you would like to request a paper copy, please email [hr@learningat.uk](mailto:hr@learningat.uk). Please note – we do not accept CVs. Completed applications should be submitted prior to the closing date listed above.

With 9 schools, we are regularly looking for passionate people to join our teams. If there are no vacancies currently, but you would like to be considered for future vacancies, please send your CV to [hr@learningat.uk](mailto:hr@learningat.uk) and we will be in touch as soon as we have a suitable position.

