

Higher Level Teaching Assistant (HLTA)
Newington Green Primary School

Welcome and information about Newington Green Primary School

Dear Applicant,

I am delighted that you are interested in joining the team here at Newington Green.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. We are schools working in partnership with each other to deliver the very best education possible for our children.

At Newington Green we need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To be successful here you will need to be passionate about improving the life chances of pupils and their families. For our children, an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

We are an 'outstanding' school, following our inspection in July 24. You will find a friendly and supportive staff, who are committed to improvement and having fun as staff team along the way!

You can expect from us, a school committed to your professional learning, doing things better, a supportive leadership team, and opportunities for your professional growth across our Federation of schools.

We are happy to talk to any candidates or show you around - please reach out via the school office.

Yours sincerely,

Abi Misselbrook-Lovejoy, Executive Headteacher



Newington Green Primary School

<https://www.newingtongreen.co.uk/>

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were graded outstanding in our last Ofsted inspection (July 2024) in all areas.

The school had a multimillion-pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children.

We have growing beds for vegetables and want to further develop our food provision.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 7.00pm, and have a range of enrichment clubs for pupils to attend.

We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.

Our Executive Headteacher or Head of School will always be delighted to show candidates around and talk informally about posts available.



The Growth Learning Collective

The **Growth**
Learning **Collective**

A community of learners

Over the last 6 months our board has consulted with staff, parents and the community, about developing our Federation. As part of this work, we have developed our vision and just renamed our Federation. Do these values chime with you? This could be just the place for your next career step!

We believe by working together we can achieve more than working as stand-alone schools. We are welcoming and inclusive schools at the heart of their individual communities. We are committed to providing a safe, healthy and happy environment for children, staff and parents.

These are our core aims for our schools:

- ***A broad and diverse curriculum offer, with enriching experiences***
- ***High academic outcomes for all pupils with an emphasis on fundamental knowledge and skills***
- ***That all children meet their full potential through a nurturing ethos***



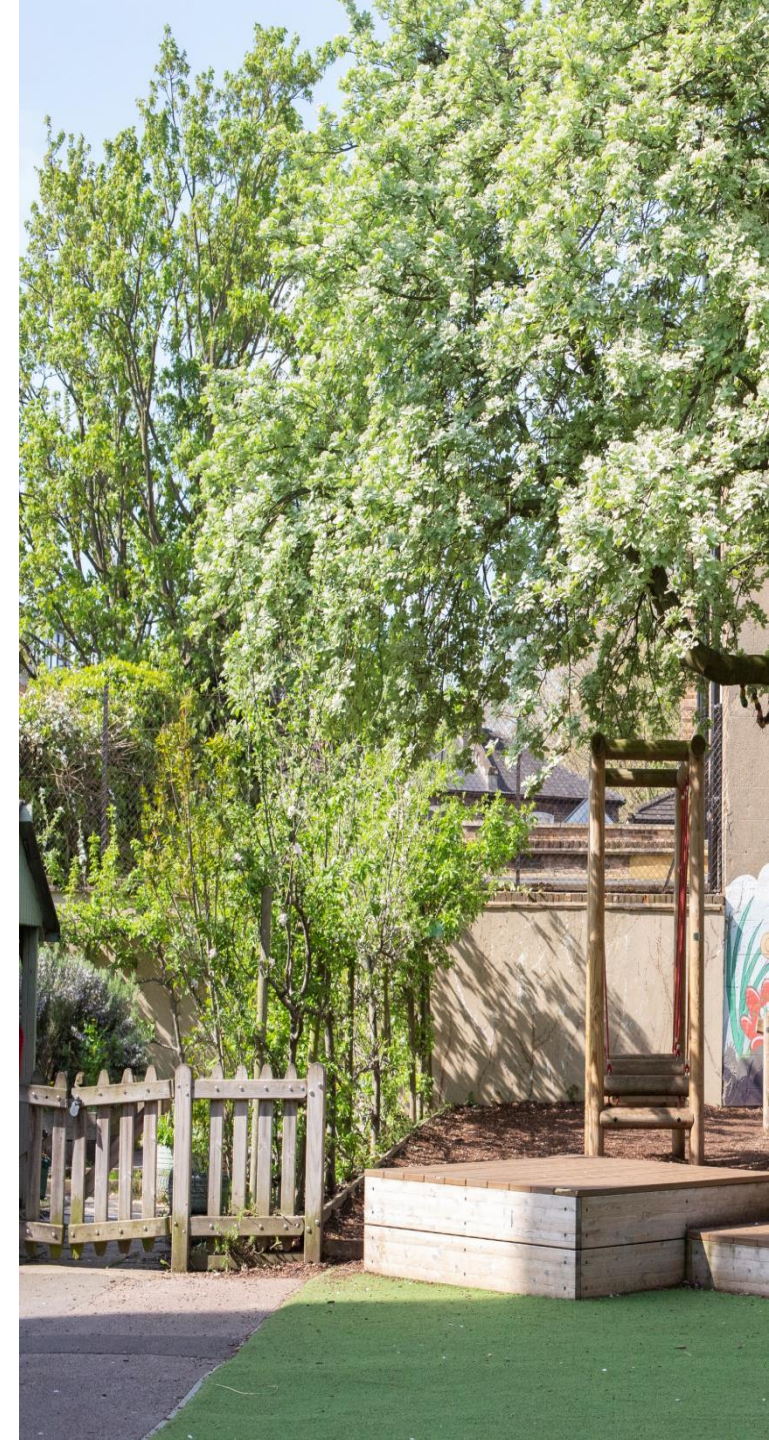
Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this mode offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!



Newington Green – HLTA

The role of HLTA will have a major impact on the children's lives through supporting high-quality learning. **We are looking for someone who:**

- Has a commitment to professional growth and widening subject knowledge around Special Educational Needs and Disabilities.
- Has strong behaviour management skills- so that they can work independently across age groups.
- Has relevant knowledge of working in a trauma informed setting or, if not, are willing to undertake training or professional reading in this area.
- Has experience of working in an inner-city school setting.
- Has actively sought experience/or has experience in leading whole class sessions.
- Has a level 3 or equivalent qualification.
- Has experience of leading interventions or play/nurture sessions.
- Has experience of leading people.
- Has experience of providing training to support staff team.

Visits to the school are actively encouraged please contact the school office to arrange a time.

- Salary: SO1 (£39,150 – 40,344).
- Permanent / 35 hours / TTO / Start September 2025

This advert will run until 6th June 2025, however we are likely to appoint when a suitable candidate is found, so we would encourage early applications, so that we can appoint as soon as possible. Applications will be checked on a regular basis.

Newington Green Primary School takes safeguarding pupils seriously, and as such this post is subject to enhanced DBS, online checks and other safeguarding clearances.

HLTA Job description

Purpose of the Post

All aspects of the job description is to be carried out within a system of supervision by qualified teachers, to be determined by schools prior to employing Level 5 higher level teaching assistants.

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies and strategies.

To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes occasionally during the short-term absence of teachers.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Duties and responsibilities

Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.

- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Support the teaching of the National Literacy Strategy, e.g. by delivering the ALS, ELS, FLS and Progress units to groups of pupils, support the teaching of the National Numeracy Strategy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- In accordance with arrangements made by the headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and STPCD 2003.
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the classteacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

HLTA Job description cont.

Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

Mentoring, Supervision and Development

- Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Offer mentoring support and guidance for older pupils undertaking work experience activities within secondary schools.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Other

- Any other duties required by the class teacher, Deputy headteacher, or the headteacher, which is within the scope of this post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.

Personal specification

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION & EXPERIENCE
1. Meet HLTA standards or equivalent qualification or experience. 2. Hold relevant qualifications at a level equivalent to at least NQF Level 3. 3. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test). 4. Attend induction training; NLS,NNS, ALS, ELS, FLS training as appropriate and training relevant to the post, including behaviour management and Child Protection training. 5. Training in relevant learning strategies e.g. literacy. 6. A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting. 7. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.
KNOWLEDGE & UNDERSTANDING
8. Knowledge of the requirements of the national literacy and numeracy strategies. 9. Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies. 10. Understanding of behaviour management strategies. 11. Understanding of First Aid procedures.
SKILLS
12. Effective oral and written communication skills. 13. Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. 14. Good organisational and time management skills. 15. Sound IT skills to support learning and maintain electronic information systems.

ABILITIES
16. Able to form and maintain appropriate professional relationships and boundaries with children and young people. 17. Ability to organise, lead and motivate a team. 18. Ability and willingness to work constructively as part of a team
19. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy. 20. Ability to organise the classroom activities e.g. preparing and setting out resources. 21. Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L. 22. Ability to deal with sensitive information in a confidential manner. 23. Ability to help children and young people to transfer their learning to other parts of their lives. 24. Ability to provide a good role model to young pupils. 25. Ability to work in partnership with parents and teachers. 26. Ability to use own initiative and work flexibly.
OTHER
27. Willingness to attend school training sessions. 28. Empathy with young people facing barriers to their learning. 29. A commitment to helping young pupils achieve, through education and learning. 30. An understanding of and a genuine commitment to Equal Opportunities.

How to apply

Application Deadline

This advert will run until 6th June 2025, however we are likely to appoint when a suitable candidate is found, so we would encourage early applications, so that we can appoint as soon as possible. Applications will be checked on a regular basis We retain the right to appoint a suitable candidate before the deadline if one can be found. Early applications are therefore encouraged.

To apply

Please apply online at [Islington Council](#) jobs.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

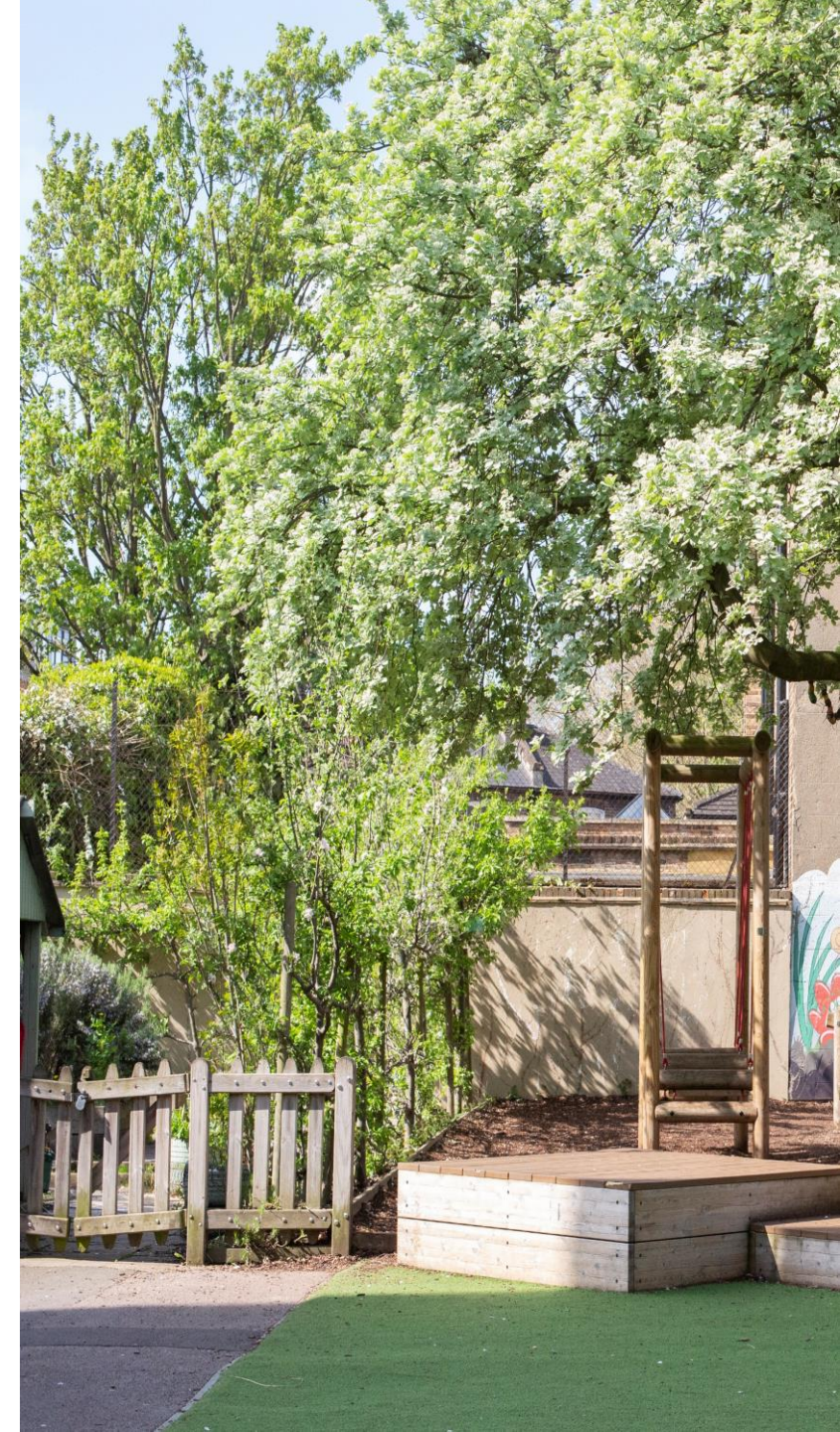
References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



Address: Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

Web: [Home](#) | [Newington Green Primary School](#)

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell



WELCOME TO

**NEWINGTON GREEN
PRIMARY SCHOOL**

Learning and growing together