

# Primary Recruitment Pack

Queen Eleanor Primary Academy  
Higher Level Teaching Assistant



QUEEN ELEANOR  
PRIMARY  
ACADEMY  
*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Higher Level Teaching Assistant at Queen Eleanor Primary Academy. I hope that you will find this information pack helpful in finding the information that you need and giving you an insight into our school community, to support your application.**

Queen Eleanor Primary Academy joined Creative Education Trust in September 2013. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Following a highly successful 2023 the trust launched their Project 2030 Vision in January and we are excited to be part of the trust for the next exciting stage of our journey together.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

Working in partnership, Queen Eleanor Primary Academy and the Trust have made much progress in recent years. We were delighted to have been awarded a 'good' judgement from Ofsted in May 2023 with inspectors commented that Pupils are happy at this inclusive school. They say that everyone is welcome and quickly becomes part of the school family. Pupils respect their caring teachers, who frequently go above and beyond to help them.

At Queen Eleanor Primary Academy, we are highly committed to our vision of excellence for all members of our school community. We are looking to appoint a Higher Level Teaching Assistant who will support the aims and ethos of the school, developing both pupils, families and staff. As professionals in education we feel it is imperative that we ourselves model a love of learning and development; consequently, Queen Eleanor has a strong emphasis on developing all staff members through our approaches of bespoke staff training, line management, live coaching and deliberate practice

We are dedicated to providing the highest-quality education for all the pupils who attend our school, regardless of their starting points and as a staff body, we are united behind this goal.

Further information about the school can be found on our website at <http://www.queeneleanoracademy.org.uk>. You can also watch a short video on what it means to be part of Creative Education Trust, illustrating the Trust's 'Knowledge Connected' approach to learning on the following YouTube channel: [www.youtube.com/user/creedacad](http://www.youtube.com/user/creedacad).

If you feel that this is a role that interests you and that you would be able to make a difference to our wonderful pupils, then we would be delighted to discuss this vacancy with you further. Please feel free to contact us on 01604 761200 or by e-mail at [Magnus.wallace@queeneleanoracademy.org.uk](mailto:Magnus.wallace@queeneleanoracademy.org.uk) .

I look forward to hearing from you. Yours sincerely,

Magnus Wallace

Head Teacher.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT QUEEN ELEANOR PRIMARY ACADEMY



Queen Eleanor Primary Academy is a welcoming and ambitious school, situated in the heart of Northampton, serving the thriving community of Delapre & Far Cotton and beyond. Here at Queen Eleanor, we value diversity and set high aspirations for all pupils. Our vision is that all members of our school community will be inspired to learn, equipped to succeed, have an enriched experience during their time here and as such, will go on to excel in all aspects of life.

At Queen Eleanor, we place high importance on creativity and seek to provide children with a broad and balanced curriculum that will teach all our students the knowledge and skills that they need to succeed throughout their lives. We work hard to ensure that pupils' learning experiences are engaging and original and teachers within the school are encouraged to seek out innovative ways to bring the curriculum to life for our pupils.

Our school values are strongly embedded throughout the work of the school. We believe that they create a solid platform for effective learning. We have a strong inclusion team within the school, and we believe in the importance of working closely with parents to maximise opportunities for learning.

At Queen Eleanor, we are not afraid to challenge existing ideas about education in our continued journey towards excellence. We want to be sure that our provision fully meets the needs of the children who learn here, and we believe that we can achieve this through highly reflective practice at all levels.

## Our on-site facilities include:

### Exciting times at Queen Eleanor Primary Academy...

- Nursery provision opened in September 2019.
- New digital screens in every classroom from September 2019.
- An exciting period of curriculum development.
- New professional development opportunities across the Trust.
- A supportive network of financial and HR support within the Trust.



All leaders and staff are determined to give every pupil a good education. Leaders set high expectations. Staff work as a team to provide a calm and purposeful environment.

Ofsted 2023

# SUPPORT FOR OUR STAFF

Queen Eleanor Primary Academy is committed to the professional development of all staff, at all levels of experience and in all roles within the school. The school's vision that all members of the school community are inspired, enriched, equipped and, as a result, excel applies to staff as much as it does to pupils.

We believe that school improvement should stem from reflective practice at classroom level alongside strategic decisions based upon the performance of pupils. As such, professional development opportunities will be provided for all staff throughout the course of any given year. These will take various forms, which include:

Staff meetings, addressing whole school issues for teaching staff.
In-house support, including training, mentoring and coaching sessions.
Online training, either for identified individuals or groups, or to address whole school needs.
Training courses, identified by SLT to address specific needs within the school.
Training courses, identified by the staff member or their line manager, based on individual development needs and/or professional interests.
Development opportunities within other schools, either locally, within the Trust, or schools with relevant specialities.
Opportunities to take part in development projects or research projects covering a range of subject areas and issues in education.



Line managers within the academy work closely alongside our reflective practitioners to ensure that they are receiving development opportunities tailored to their specific needs. We use purpose-made tools to support staff development and work with colleagues from across the Trust to develop these.

In addition to the CPD opportunities provided within the school, staff working at Queen Eleanor have access to high-quality collaborative and development experiences through the Creative Education Trust annual Primary Training Day and working parties focusing on key areas of school improvement and staff development.

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# Higher Level Teaching Assistant

## JOB DESCRIPTION

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### LOCATION

Queen Eleanor Primary Academy

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### SALARY

F6-7 £12.38 - £12.59 per hour (30 hours a week)

Salary: £16,958.41 - £17,243.05

Pro rata: £23,893 - £24,294

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### The main responsibilities of the Higher Level Teaching Assistant are:

- To support the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes as well as covering subject leads and teachers' PPA.
- Monitoring pupils and assessing whole classes under an agreed system of supervision.
- Undertakes the job description of a Teaching Assistant at NVQ 3 level but to a higher level of expertise and experience, able to undertake or contribute to the development of strategies and policies and able to work with greater freedom and initiative. Deliver whole class learning on a short term basis to release a class teacher for PPA or other non-contact time. Main additional responsibilities are set out below.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

#### Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support learning and academic progress.
- Work with the SENDCO to take responsibility for developing and implementing SEND support plans, EHCPS and behaviour support plans when working with children.
- Teach larger groups of pupils using plans and resources provided.
- Be responsible for recording progress and achievement in lessons/activities – through following the school policy on live marking of books and feedback.

- Establish a clear framework for disciplinary matters, classroom expectations and the learning environment/resources.
- Provide clear communication to teachers and parents (where necessary) on class progress, individual concerns and coverage of lessons.

#### Support for the Curriculum

- Use the 'Queen Eleanor Way' to ensure that learning is pitched at the appropriate level and that all learners are supported in meeting expectations.
- Engage fully in QEP CPD
- Ensure that the classroom environment and resources are prepared and set up to enable all learners to make age-related progress.

#### Support for the School

- Assists with the development of school policies and procedures relating to child protection, teaching and learning, behaviour for learning and all other professional expectations.
- Take initiative in making reasonable adaptations where necessary if this meets the needs of the children.
- Where applicable, take responsibility for the provision of out of school learning activities within guidelines

Together with any other duties deemed reasonable by the Headteacher and the Governing Body.

The post holder's will be responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. The post holder will adhere to and ensure compliance with the School's Child Protection Policy at all times.

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)  
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**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Level 2 qualification in English and Maths (GCSE or equivalent)	Relevant Level 3 qualification, e.g., Level 3 CACHE, or Level 3 in Supporting Learning  Teaching Assistant CPD undertaken
<b>Experience</b>	Experience working in a primary school  Experience of leading or delivering planned lessons to small or larger student groups.	Experience of working with individuals and groups on interventions  Experience of supporting children with SEN  Experience supporting children with English as an Additional Language
<b>Knowledge and skills</b>	Ability to form positive working relationships with children.  Ability to communicate tasks and instructions clearly to children.  Ability to adapt planning to meet the needs of all students  Ability to develop knowledge and understanding of strategies used to support children.  Awareness of need to continue own professional development	A subject specialism or a passion to lead a specific subject area.
<b>Personal qualities</b>	Ability to demonstrate awareness/understanding of equal opportunities and how this may impact accessibility	Self reflection around the core values behind education as a means of enabling equity and social justice

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.