



## Higher Level Teaching Assistant – Early Years

Temporary contract for academic year subject to a successful probationary period

32.5 hours a week

To begin as soon as checks and clearances can be completed

Term time plus TT days

### Grade 4 (per annum pro rata).

Ravensdale is a vibrant school with an incredibly dedicated team; we are proud of the work we do to support our children. This post is for an HLTA to support classes predominantly in the Early Years Foundation Stage and to cover classes where appropriate. Experience in speech and language and working within EYFS is essential.

You will:

- Have high expectations of the children you work with
- Be supportive and flexible with a good level of resilience
- Will have a sound knowledge of child development, the curriculum and supporting children with special needs
- Be willing to make a difference to all the pupils that you work with
- Show empathy with our children and staff
- Be patient and passionate about helping those who need it most

In return, our school will offer:

- Enthusiastic and well-motivated children with supportive parents;
- Friendly staff in a supportive atmosphere
- A collaborative and developmental approach to CPD and monitoring;
- The opportunity to develop your career in a forward thinking school;

Please return application forms to Juliet Colley, School Business Manager,  
[recruitment@ravensdale.coventry.sch.uk](mailto:recruitment@ravensdale.coventry.sch.uk)

Our school is committed to Safeguarding Children and any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.

Coventry scale pay points apply, in line with our pay policy recommended by Coventry City Council. A probationary period will apply to the post for those new to Coventry schools.

Closing date: Midday Friday 22<sup>nd</sup> September 2023

Interviews: Week Beginning 25<sup>th</sup> September 2023

## HLTA Person Specification Grade 4

Job Title: <b>Higher Level Teaching Assistant</b>		Grade: <b>4</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant codes of practice / legislation</li> <li>• Good working knowledge of National Curriculum and other relevant learning programmes</li> <li>• Understanding of the principles of child development and learning processes and in particular, barriers to learning</li> <li>• Recognise behavioural patterns and use strategies to support behaviour management</li> <li>• Have knowledge and understanding of implementing plans to meet the specific needs of individuals or groups of children</li> <li>• Full understanding of the range of support services and providers</li> </ul>	
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Upholds and believes in Ravensdale's values</li> <li>• Communicates positively and warmly with adults and children alike</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills both in working relationship with children and parents/carers and in forming effective professional relationships</li> <li>• Ability to work constructively and effectively as part of a team</li> <li>• To confidently use different sources of ICT to support learning</li> <li>• Ability to maintain a positive and caring ethos with an accent on high achievement for all</li> <li>• Effective oral and written communication skills</li> <li>• Ability to be flexible and pro-active about challenge / change</li> <li>• Ability to monitor, record and make assessments about individual progress and liaise with appropriate staff about this</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Ability to self-evaluate learning needs of themselves and the children they work with</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people with a variety of abilities and backgrounds/or of a relevant age</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2</li> <li>• Experience of leading activities with children</li> </ul>	

<b>Educational</b>	<ul style="list-style-type: none"><li>• Excellent Literacy and Numeracy skills</li><li>• HLTA standards for Teaching Assistants or equivalent qualification or experience</li><li>• Although not essential it is desirable that the candidate holds an up to date First Aid certificate</li></ul>
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