



HIGHER LEVEL TEACHING ASSISTANT

WELCOME TO RUGBY FREE PRIMARY SCHOOL

CONTRACT TYPE
TERM TIME ONLY

CONTRACT TERM
FULL TIME

CLOSING DATE
26.06.2023



Why Work at Learning Today Leading Tomorrow

Relationships are at the heart of LT2. We underpin our core values and are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here across the Trust and this has been developed as part of the Trust's wellbeing commitment for all staff.



There are many benefits for staff working at LT2

- Competitive salaries which are reviewed annually
- A first-class Pension Scheme
- Employee Assistance Programme
- Enhanced Maternity, Adoption and Paternity Leave
- Membership to the Confederations Schools Trust
- Commitment to staff professional development
- Extensive resource library
- Career opportunities for staff to progress



Vision, Mission and Values

Vision



The vision of Learning Today Leading Tomorrow is to build a group of outstanding schools across phases, including specialist provision. As a Trust we provide vibrant and inclusive learning environments in which every member of the Trust community is passionate about learning.

The Trust is led by a CEO who works closely with Headteachers and our schools are supported by a central team to support finance, HR, estates, procurement, IT and governance.

Mission



LT2 Trust and schools have a relentless focus on high achievement, supported by robust organisational structures and governance. We aim to give children and young people in our care the knowledge, skills and experiences to expand their minds and world view to enable them to develop a naturally inquisitive approach to learning and life, fit for an ever-changing world.

Ultimately, we educate and support all children attending LT2 Schools to grow into capable and contributing citizens who have developed the personal attributes and characteristics that will enable them to become considerate, self-reliant and confident young people who are ready for the next stage of their lives.

Values



The Trust Values underpin the mission and provide the basis on which LT2 Trust, School Leaders, all staff and students can articulate the key behavioural characteristics that promote a positive philosophy. Our six values are unseen drivers of our behaviour as experienced by others and are designed to create a shared organisational culture:

- **Kindness** – The quality of friendliness, generosity, and consideration
- **Collaboration** – The belief that working and learning with others will lead to greater success
- **Curiosity** – A strong desire to know and to learn
- **Resilience** – The ability to recover quickly and learn from the difficulties we face
- **Respect** – To appreciate the importance of understanding and admiration for others and self
- **Endeavour** – The belief hard work is needed to achieve something of which we can be proud of



Rugby Free Primary School

Learning Today Leading Tomorrow (LT2) is a not-for-profit Multi-Academy Trust (MAT) based in Rugby. Its founding schools are two start-up free schools, Rugby Free Primary School and Rugby Free Secondary School.

Learning Today Leading Tomorrow aims to provide local, inclusive education to support children and young people to gain the knowledge, skills and experiences that will enable them to move onto the next stage of their education and life, prepared for an ever-changing world.



Rebecca Butters, Headteacher



RFPS is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



It is an exciting time to be working as part of the RFPS family, and as part of our Trust, Learning Today Leading Tomorrow. RFPS opened in 2015.

Our school is committed to providing success for all of its students, and providing a workplace that supports its staff, to ensure they are able to work to the best of their ability for our students every day.

You won't find teachers and staff anywhere else who are as committed to a school's purpose and supporting its success. Relationships are at the heart of RFPS and underpin our new core values.... and we are always looking for dedicated staff who share our ethos and demonstrate our values.

The wellbeing of staff is a priority here at RFPS and we have developed a wellbeing commitment for all staff. This is monitored by our Wellbeing group and regularly reviewed with all staff.





Staff Wellbeing Commitment at RFPS



Kindness:

- 'Shout outs' for staff who have gone above and beyond.
- Support flexible working requests.
- Opportunity to attend personal events or celebrations.



Collaboration

- Staff Wellbeing committee.
- A 'buddy' to provide support and advice.
- Staff social events across the year.
- We provide staff with a free lunch on the day of their duty.
- Regular staff breakfasts, food on all CPD days and occasional treats



Curiosity

- Promote and support Staff CPD
- Staff to network and visit other schools to improve their practice and share great ideas.



Respect

- Staff Room - meet, work and even socialise
- Each faculty has its own staff work room
- Regular appraisal conversations to discuss career progression



Resilience

- We promote resilience through our reflective CPD pathways.
- We have an area in the staff room dedicated to wellbeing which is used to promote health and wellbeing.
- We share weekly health and wellbeing information.



Endeavour

- Promote work life balance
- Celebrate our staff and their achievements on a regular basis, for example; a black tie celebration evening.

Trust Wellbeing Survey
2022

“ 96% of staff are proud to be a member of the school ”

“ 84% of staff feel well supported at work ”

“ 88% of staff feel happy in their role ”

“ 82% of staff believe Leaders and Managers are considerate of their wellbeing ”

“ 99% of staff feel optimistic about the future ”

Higher Level Teaching Assistant Job Description

Salary and Grade	£23,400 - £25,000 FTE, £20,463 - £21,862 Actual Salary
Hours	Ideally 37.5 hours (HLTA), 39 weeks per year Times: 8.30 – 4.30 (flexible for the right candidate)
Reporting to:	Headteacher
Start Date	1st September 2023

About Rugby Free Primary School

Rugby Free Primary School opened in September 2015 with three Reception classes in a newly refurbished state of the art building in Central Park. We are now full in all year groups from Reception through to Year 6, after 7 years of increasing by a year group at a time. We have 422 pupils on roll and love being a full school. We are a happy, supportive, forward-thinking and popular school, serving our local community on the outskirts of Rugby.

We welcome children of all abilities and from all backgrounds. We are non-selective, non-denominational and are free for all to attend. We provide a high quality local school with an exciting and relevant curriculum and extended enrichment opportunities for our children.

We are looking to extend our team of professionals who bring interest, ideas and enthusiasm to match that of the Trust, Governors and the current Staff. Currently, we are seeking two HLTAs to join our dedicated, friendly and caring school team. One of the posts is maternity cover but this may result in a permanent position for the right candidate.

We encourage candidates to state their individual interests in their application noting why they feel our school would be the right choice for them in their career. Ideally, you would have a HLTA qualification and experience of working with children with additional needs or experience of working throughout the primary age range.

HLTAs will have a regular teaching commitment e.g. PPA cover and will also be used for the cover of teacher sickness/absence and therefore need to have good behaviour and class management skills. Anyone applying for the HLTA position will need to feel comfortable working from Reception up to Year 6. When you are not teaching, you will be classroom based, supporting with teaching and learning or running small intervention groups.

The successful candidates will be supported by a senior leadership team who have the highest ambitions for the school, its children and its staff. We will support the successful candidate in their professional development and career ambitions.

We are a friendly, kind and proactive school and have the most wonderful group of children and staff. Come and join us!

Job Purpose

- Teaching and learning support for individual children and groups of children to further their educational, emotional and social potential
- Under the instruction/ guidance of class teachers or SLT, undertake specific care and learning programmes and activities to support individuals or groups of pupils
- Provide specific support for children with Special Education Needs/ EAL/ More Able/Pupil Premium Children as directed by inclusion leader
- Enable access to learning for children and assist the teacher in the management of children and the classroom.
- To foster high expectations and high standards in all aspects of school life in keeping with the vision for the school
- To uphold all school policies and procedures and promote the good name of the school
- Foster strong team-working and collaboration at all levels
- Offer support to families to aid them in becoming even better parents
- Plan, resource, teach and mark/assess specific lessons/series of lessons and interventions/group work as agreed with line manager.
- Teach and resource lessons and mark/assess pupils learning when covering for a teacher absence.

Specific Duties

Plan teaching to achieve progression in pupils' learning through:

- Working with teaching staff to identifying clear teaching and learning objectives, assess pupils next steps and move children's learning forward
- Setting/ delivering tasks which challenge pupils and ensure a high level of interest, attention, participation and well-being
- Identifying the needs of individuals and groups within the cohort, writing/ taking note of individual education plans and liaising with the Inclusion Leader/ SENDCO as required
- Developing an understanding of the special educational needs of the child/ children concerned.

- Taking into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials making effective use of resources and time to personalise learning, ensure the learning environment is inviting for all children and ICT resources are used to good effect
- Building and maintaining successful relationships with children, treat them consistently, with respect and consideration
- Helping to promote independent learning
- Reinforcing learning and providing consolidation where appropriate
- Assisting children with physical and medical needs including personal hygiene care
- Helping children record work in an appropriate way, keeping them on task and building motivation
- Modelling good practice
- Helping build the child/ children's confidence and enhance self esteem
- Engaging in regular formal and informal meetings with teachers to contribute to planning lessons/activities
- Preparing materials and resources
- Preparing children beforehand for a task
- Using various strategies in liaison with teachers, to support pupils achieving learning goals
- Working on differentiated activities with identified groups
- Supporting the teacher in implementing specific teaching programme
- Supervising practical tasks
- Carrying out structured classroom assessment/ observation and providing feedback on outcomes
- Be involved in keeping records and evaluating identified children's progress

- Work as part of the team in relation to individual children, liaising, advising and consulting where appropriate
- Supporting implementation of school policies and procedures, including those relating to confidentiality and behaviour
- Identifying personal training needs and attending appropriate internal and external in-service training
- Fully engage in the RFPS vision and contributing to pupils' personal, spiritual, moral, social and cultural development
- Having a regular timetabled commitment of teaching specific lessons e.g. PPA/leadership time cover. With this, you could be expected to plan, resource, deliver and assess/mark.
- Cover classes when teacher is absent for sickness or planned absence cover e.g. CPD courses. You would be expected to deliver lessons and mark/assess learning.
- Liaise fully with parents if class teacher was absent

Other Professional Requirements

- Have a working knowledge of professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Contribute to the life of the school through effective participation in meetings and management systems necessary
- Participate in performance management arrangements.
- Support extra-curricular activities.
- Liaise effectively with other staff, parents and governors as necessary
- Support the professional development of other colleagues by the sharing of good practice.
- In addition to carry out other duties as reasonably required by the Headteacher

Safeguarding

School staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection policy and procedures, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedures.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the school Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in school policy.

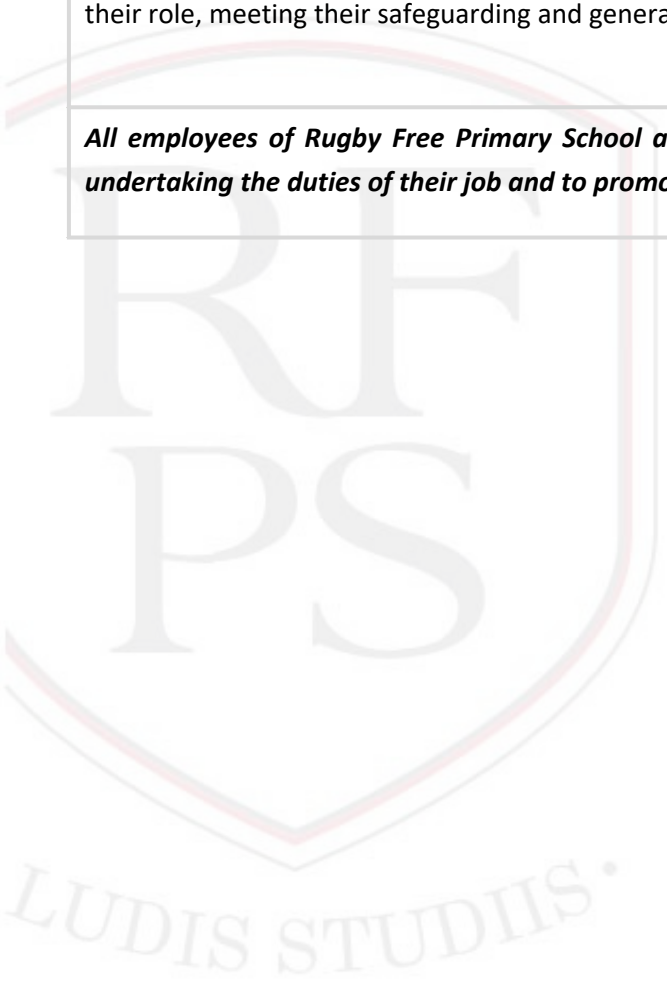
Equality and Diversity

Rugby Free Primary School is committed to equality and values diversity. As such the school is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training and Development

Rugby Free Primary School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. We expect active contribution to one's own continuous professional development, and the job holder to attend and participate in any training or development activities required to assist them in undertaking their role, meeting their safeguarding and general obligations.

All employees of Rugby Free Primary School are required to comply with the Equal Opportunities Policy when undertaking the duties of their job and to promote the policies, aims and vision of the school positively.



Person Specification

Areas	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications and Training	<ul style="list-style-type: none"> • Good Numeracy/Literacy skills including GCSE level Maths and English grades – A – C or Grade 5 and above or the equivalent. • HLTA qualification Level 3 TA or a Degree and significant experience (3 years +) as a TA and the desire to complete the HLTA qualification. • QTS 	<ul style="list-style-type: none"> • NVQ2 or equivalent • Evidence of qualifications in teaching and learning support/child development • Training in specific areas e.g. SEND - ASD
Experience	<ul style="list-style-type: none"> • Evidence of having worked with children aged 3 – 11. • Experience of planning and delivering lessons to large groups of pupils 	<ul style="list-style-type: none"> • Experience of working with children with SEND • Evidence of having worked in more than one key stage in primary education • Experience of teaching a whole class of pupils on occasion
Qualities, Skills, Knowledge and Abilities.	<ul style="list-style-type: none"> • A positive interest in working with children • Ability to relate well to children and adults • Adaptability and Flexibility in response to a changes which have to be made quickly • Able to work on own and as part of a team • Ability to build good working relationships with a range of colleagues • A clear communicator • Ability to work calmly and with patience • Ability and keenness to work across the primary age range. Basic working knowledge of how to use a computer • A good working knowledge of ICT/Computing which can used to support teaching 	<ul style="list-style-type: none"> • Knowledge of phonics or ability to learn. • General understanding of National Curriculum, the foundation stage and other basic learning programmes • Knowledge of relevant policies/codes of practice and awareness of legislation.
Health	<ul style="list-style-type: none"> • A good attendance and punctuality record • Evidence of the stamina required to cope with the demands of the post 	
References	<ul style="list-style-type: none"> • Supportive 	



Contact Information

To arrange an informal discussion with the Headteacher or a tour of the school please email us, the email is provided below.

We will be delighted to arrange this.

We would actively encourage a tour or a conversation as we believe our school is unique and this is an important position for the school.



01788 222088



office@rugbyfreeprimary.co.uk



1 Bailey Road, Rugby, Warwickshire, CV23 0PD



www.rugbyfreeprimary.co.uk/working-for-us

Closing date for applications: 26.06.2023

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Learning Today, Leading Tomorrow (LT2) is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. LT2 is always happy to receive speculative applications from excellent teachers and support staff.