



# The Vine Inter-Church Primary School, Cambourne

## Information Pack for HLTA

Closing Date : Noon Friday 15<sup>th</sup> October 2021  
Interviews : w/c 18<sup>th</sup> October 2021

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# The Vine Inter-Church Primary School



The Vines  
Upper Cambourne  
Cambridgeshire  
CB23 6DY

September 2021

Dear Applicant,

Thank you for expressing interest in the post of **Higher Level Teaching Assistant** at The Vine Inter-Church Primary School in Cambourne. The enclosed information has been put together to help you find out more about our school and the community of Cambourne.

As a Methodist and Anglican school we pride ourselves on our inclusivity for pupils, parents and staff. Our mission is to provide a broad curriculum that enables all to flourish. "All are welcome here" is our informal slogan and it guides our work. We serve a diverse community and this enriches the jobs we do. Allowing children and staff to excel in their individual talents is something we aim for.

Behaviour at our school is strong, this is due to clear rules and staff all working in a consistent way. We see ourselves as a family and work to support each other. Staff wellbeing is an ongoing focus and we aim to make sure we have happy, healthy staff who can provide the best for the pupils we serve.

The Vine is fully committed to eliminating discrimination and actively promotes equality of opportunity through our service delivery, policy development and employment practices. We do not discriminate against staff on the basis of age, race, sex, disability, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion, faith or belief. We are a Stonewall Ambassador school and hold the International Award.

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any prohibition orders which have been made against them.

We are a team teaching school with all pupils within a year group being taught by both teachers over the course of a week. The appointment is subject to the receipt of positive references, an enhanced DBS check, a convictions declaration and a medical questionnaire.

If you have any further questions, then please do not hesitate to contact us.

**Closing date for applications: Noon Friday 15<sup>th</sup> October 2021**

**Interview date: w/c 18<sup>th</sup> October 2021**

*We are unable to respond to everyone who applies so if you do not hear from us unfortunately you have not been successful in being short listed for interview.*

We look forward to hearing from you.

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# The Vine Inter-Church Primary School

POST TITLE: HLTA

RESPONSIBLE TO: Alison Cooper, Deputy Headteacher

HOURS: 30 hours p/w : Monday to Friday 8.30am – 3pm

## PURPOSE OF THE JOB:

Support the learning of pupils

## MAIN RESPONSIBILITIES:

### 1. Safeguarding

- ❖ To adhere to all policies and procedures related to safeguarding and child protection (available from the school website [www.thevine.cambs.sch.uk](http://www.thevine.cambs.sch.uk)).
- ❖ Report anything you see or hear connected to safeguarding and child protection in accordance to the schools Whistleblowing Policy.

### 2. Support for pupils

- ❖ Under the direction of the teacher, carry out pre-determined tasks to support pupil learning.
- ❖ Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- ❖ Help with the care and support for pupils, including attending to their emotional and/or physical care needs.
- ❖ Support inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

### 3. Support for the curriculum

- ❖ Under the direction of the teacher, support the school curriculum, including literacy and numeracy activities.
- ❖ Support the use of ICT in the curriculum.

### 4. Support for the teacher

- ❖ Complete records and contribute to reports on pupil progress and development as directed.
- ❖ Provide information to help the classteacher plan appropriate work programmes.
- ❖ Help to prepare the learning environment for use.
- ❖ Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- ❖ Contribute to the management of pupil behaviour and take control of minor situations to allow the teacher to continue the lesson.

### 5. Support for the school

- ❖ Develop and maintain effective working relationships with other staff and parents or carers.
- ❖ Contribute to the maintenance of a safe and healthy environment.
- ❖ Attend and actively participate in staff meetings.
- ❖ Provide support for school events, e.g. school plays, events.

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## PERSON SPECIFICATION

1. Applicants must have previous classroom experience.
2. HLTA qualification desirable. Applicants must have maths and English GCSE or equivalent
3. The successful applicants will uphold the Christian values of the school
4. Applicants should be able to support the teaching staff in achieving:
  - The promotion of educational excellence for all
  - High personal standards of expertise within the classroom
  - A commitment to safeguarding and promoting the welfare of children
  - A commitment to Continuing Professional Development
  - The ability and commitment to foster the Christian ethos of the church school
5. The successful applicant will be able to demonstrate their commitment to:
  - Responding to the needs of pupils, staff and parents
  - Building and fostering the school as a community
  - Forming sound relationships both within the school and the wider community
  - Championing equality, diversity, community cohesion, human rights, safeguarding and child protection
  - Understanding of the role of neighbourhood church schools
6. The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

### School Vision

This is our school.  
Let peace dwell here,  
Let the rooms be full of contentment,  
Let love abide here,  
Love of one another,  
Love of mankind,  
Love of life itself,  
And love of God.  
Let us remember  
That, as many hands build a house,  
So many hearts create a school.

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## CAMBRIDGESHIRE COUNTY COUNCIL EQUALITY AND DIVERSITY

We are fully committed to eliminating discrimination and actively promote equality of opportunity through our service delivery, policy development and employment practices.

We are committed to championing equality, diversity, community cohesion and human rights under all equality strands:

- Sex
- Race
- Disability
- Sexual orientation
- Gender reassignment
- Religion or belief
- Age
- Pregnancy and maternity
- Marriage and civil partnership

## CAMBRIDGESHIRE EDUCATION AUTHORITY CONDITIONS OF EMPLOYMENT

The successful candidate will be required to satisfy the authority of his/her physical fitness before the appointment is confirmed. In accordance with the requirements of the Home Office and the Department for Education and Skills the appointment is subject to a Criminal Conviction search by the Disclosure and Barring Service.

The appointment will be subject to the Education Committee's regulations and the provision of the Teachers' Superannuation Acts and the National Insurance Acts. If you opt to join or remain a member of the Teachers' Superannuation Scheme, Superannuation contributions will be deducted from the Teacher's salary in accordance with the Teachers' Superannuation Acts for the time being in force and Teachers' Superannuation Regulations from time to time made thereunder. Information about the Teachers' Superannuation scheme is available from the Local Education Authority.

The appointment will be terminable by a calendar months' notice in writing.

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## The Vine Inter-Church Primary School

### Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the school complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the school is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the school.**

This will depend on the nature of the position and the circumstances and background of your offences.

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