

Carleton Endowed Church of England Primary School

A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish.



Part time HLTA post – 1 day per week

Established Post

Candidate Information Pack

Closing date: 9am Monday 26th February

Short Listing: Monday 26th February

Interviews: Thursday 29th February



LOVING
LIVING
LEARNING
TOGETHER

HLTA Grade F scale point 8-13

Required asap

NOR 168

We are seeking to appoint an experienced, enthusiastic and inspirational HLTA to work as part of our team one day a week. We also have a vacancy for a GTA four days a week and these roles can work alongside each other if applicants are looking for a full time position.

Grade/Band	HLTA Grade F Scale point 8-13
Minimum Age Requirement	N/A
Vacancy Hours	5.5 hours per week
Working hours	8:45-12:15 am 1:15-3:15pm
Contract Type	Established
Weekend Working	N/A
Application Closing Date	9am Monday 26th February
Salary Range	NJC Pay Structure
Shortlisting Date	Monday 26th February
Interview Date	Thursday 26th February (TBC)
Venue for Interview	Carleton Endowed Church of England Primary School

Advert Details

The Governors are seeking to appoint an enthusiastic and outstanding individual to take on the role of HLTA asap, preferably to work in KS2 one day a week, though we can be flexible about age groups. This is an exciting opportunity for a motivational person to join our skilled and friendly staff.

We are looking for a candidate who is:

- An enthusiastic and hard-working team player
- Energetic, motivated, positive with a can-do attitude
- Committed to high-standards and expectations
- Creative, interesting and willing to take risks
- Resilient and flexible
- Personable with a good sense of humour
- Willing to support the Christian ethos of the school
- Aware of a range of strategies to support pupils with SEND

What we can offer:

- Happy and welcoming pupils, staff, governors and parents
- Pupils with good behaviour and a thirst for knowledge
- A warm, collegiate and supportive environment in which to work, learn and develop
- High quality continuous professional development opportunities
- Opportunity to work in collaboration with other schools and be part of the Leeds Diocesan Learning Trust
- A chance to be part of a caring, Christian environment with exciting visions for the future

The successful candidate will become part of a team that is enthusiastically driving the school forward and building upon their achievements and strengths. We are a warm, inclusive family school with a strong Christian ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner. Christian values are at the heart of all that we do.

Carleton Endowed CE School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment with the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

We welcome visitors to our lovely school would really like to meet you prior to your application. If you would like to arrange a visit to the school, please email admin@carletonendowed.com

More information

Carleton Endowed Church of England Primary School is located in the beautiful village of Carleton a short drive from the bustling market town of Skipton in the Yorkshire Dales.

We are a happy and aspirational village primary school providing education for children aged 4-11. We are proud of our local roots and of our strong church and community links. Our vision statement '**A faithful community that loves, lives and learns with hope and joy; where everyone is valued and encouraged to flourish**' is at the heart of all we do and our staff are committed to ensuring that all children are able to be the very best that they can be. We provide an exciting, rich and varied curriculum to challenge and inspire our pupils and give them every opportunity to flourish. We value academic and personal success and have high expectations of behaviour and effort. Our children have fun together and work hard together.

On 1st November 2022 we became an academy and were one of the founding schools of Leeds Diocesan Learning Trust.

Please see the person specification and job description below. Completed application forms should be returned to the Head Teacher, Mrs Helen Dudman, by email to **admin@carletonendowed.com** to arrive no later than **9am on Monday 26th February**.

It is expected that **interviews** for the post will be held **Thursday 29th February** (to be confirmed). Please alert referees that we may request references at short notice.

Details of the interview arrangements will be sent out to those on the shortlist. Thank you in advance for completing your application.

CARLETON ENDOWED CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

POST:	Higher Level Teaching Assistant (HLTA)	
GRADE:	Grade F	
RESPONSIBLE TO:	Senior Management Team	
STAFF MANAGED:	None	
POST REF:	JOB FAMILY:	7
JOB PURPOSE:	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.</p>	
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>	
ACCOUNTABILITIES / MAIN RESPONSIBILITIES		
Supporting Learning & Development	<ul style="list-style-type: none">● Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs● Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives● Interact with pupils in ways that support the development of their ability to think and learn, and work independently● Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence● Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes● Cover short term teacher absence and deliver lessons as planned by the classroom teacher and manage pupil behaviour	

	<ul style="list-style-type: none"> ● Encourage and motivate pupils to promote independence and resilience and increase self-esteem ● Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. ● Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils ● Provide supervision during breaks as required
Communication	<ul style="list-style-type: none"> ● Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links. ● Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
Sharing Information	<ul style="list-style-type: none"> ● Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence ● Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality ● Participate in staff meetings as required ● Share information about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence ● Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> ● Organise and manage an appropriate learning environment and resources ● Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements ● Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning ● Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls ● Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations ● Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor ● Participate in training and appraisal

Data Protection	<ul style="list-style-type: none"> ● To comply with LDLT policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure ● Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> ● Promote inclusion and acceptance of all pupils ● Ensure services are delivered in accordance with the aims of the equality Policy Statement ● Develop own and team members understanding of equality issues
Date of Issue:	February 2024

PERSON SPECIFICATION

JOB TITLE: Higher Level Teaching Assistant (HLTA) Grade F

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> ● Good understanding of child/young people's development and learning processes ● Understanding of individual children and young peoples' needs ● An understanding that children/Young people have differing needs and knowledge of inclusive practice 	<ul style="list-style-type: none"> ● Knowledge of Behaviour Management techniques ● Knowledge of Child Protection and Health & Safety legislations and procedures
<p>Experience</p> <ul style="list-style-type: none"> ● Significant experience of working with children in an education setting 	<ul style="list-style-type: none"> ● Experience of delivering evidence based interventions that accelerate learning ● Experience in delivering foundation subjects (ability to teach French would be desirable but not essential)
<p>Occupational Skills</p> <ul style="list-style-type: none"> ● Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe ● Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers 	
<p>Qualifications</p> <ul style="list-style-type: none"> ● Level 2 numeracy & literacy qualification or equivalent ● HLTA status or QTS ** ● ** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class 	<ul style="list-style-type: none"> ● Relevant NVQ level 4 or foundation degree ● Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
<p>Personal Qualities</p> <ul style="list-style-type: none"> ● Demonstrable interpersonal skills ● Ability to work successfully in a team ● Able to exercise judgement ● Confidentiality ● Flexibility 	<ul style="list-style-type: none"> ● Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> ● Enhanced DBS clearance ● To be committed to the school's policies and ethos ● To be committed to Continuing Professional Development ● Motivation to work with children and young people 	

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| <ul style="list-style-type: none">● Ability to form and maintain appropriate relationships and personal boundaries with children and young people● Emotional resilience in working with challenging behaviours and attitudes● Ability to use authority and maintaining discipline● An empathy for equality & diversity● The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
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NB – Assessment criteria for recruitment will be notified separately.