# Mosspits Lane Primary School

**TELEPHONE No 0151 7221716**

**Website:** [**www.mosspits.com**](http://www.mosspits.com)

**Email: office@mosspits.com**

**Headteacher: Mrs. Victoria Corbett**

**Job Vacancy - HLTA**

**35 hours per week (Term Time Only) on a temporary basis until at least July 2025**

**Monday to Friday 8:30am-3:50pm with 30 mins lunch plus 1 hour’s staff meeting per week**

**START DATE: As soon as possible**

**Closing Date: Friday 3rd January, 2025**

**Shortlisting: 7th January**

**Interviews and Observations: 9th January**

At Mosspits Lane all members of staff are highly motivated to raise standards and improve the outcomes for children. Our pupils are well-behaved, positive and enjoy learning.

If you have excellent interpersonal and communication skills and would like the opportunity to thrive in our welcoming school, where CPD is highly valued for all members of our school community, we look forward to receiving your application.

The successful applicant will be given an opportunity to work in a creative environment, alongside enthusiastic and dedicated teachers and support staff.

We are seeking to appoint a Higher Level Teaching Assistant to join our staff team and to support the learning of children across the school. This post will be temporary until at least July 2025.

The HLTA will work across the primary age range and will have three main areas of responsibility as follows:

* + - 1. Provide high-quality intervention under the direction of the class teachers across the age range, evaluating children’s progress and reporting back to class teachers and class TAs effectively.
      2. Provide cover for PPA or Leadership time in classes (this could be across the school) and also cover absence across the school, sometimes at short notice i.e. on the day
      3. Support and mentor other support staff to ensure that all children are effectively provided for, regardless of need, ability and age group.

You may also be asked to support with lunchtime supervisory cover within the hours specified, for example, running a lunchtime club.

This post will be attractive to those with HLTA status, those wishing to increase their skills and experience towards HLTA standards and may also be attractive to a newly qualified teacher as a first step into school or to a returner to teaching. The ideal candidate will be proactive, positive and flexible, a great team player with excellent communication skills.

The school has a strong community ethos and has high expectations of all its staff and children

**The successful applicant will:**

* Be able to plan and deliver high quality whole lessons for whole classes, under the general direction of a teacher
* Be able to deliver excellent intervention groups for children so that children secure more than expected progress
* Have strong positive pupil management skills, so that classes continue to learn in a calm and structured way
* Demonstrate outstanding professional qualities
* Have a proven track record of organisation, resourcefulness and efficiency
* Have a commitment to high standards, personal success and self-development
* Be enthusiastic and willing to learn and continue to develop – hold themselves to account and work to do the same positively with the whole team whilst working towards whole school goals
* Demonstrate A flexible approach to working and a can-do attitude, even when working under pressure
* Have a proven record of excellent communication and teamwork skills
* Be willing to uphold and demonstrate our school values at all times
* Be a positive, proactive, caring role model for our children
* Have a positive impact on the children, the wider school environment and our school community
* Demonstrate initiative

**The school will offer:**

• An organisation committed to excellence where pupils and staff are valued.

• A committed organisation that supports children and staff

• An innovative, vibrant and forward-thinking school.

• An experienced, creative, supportive and committed staff team that work hard for the benefit of all the

children.

• Exceptional professional development opportunities within our school and across Liverpool and wider networks.

* A friendly, supportive environment in which to work
* Respectful, positive and happy children
* A committed and friendly team of hard-working, ambitious, supportive and creative staff

References and online checks will be will be requested/conducted for shortlisted candidates prior to interview in line with Keeping Children Safe in Education, 2024. We are committed to safeguarding our children and this post requires an Enhanced DBS.

**HLTA Mosspits Lane Primary School**

**Person Specification**

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| **Job title:** | | **HLTA** | |
| **Directorate:** | | **Children and Young People** | |
| **Establishment or team:** | | **Mosspits Lane Primary School** | |
|  | **Essential Criteria** | | **Desirable Criteria.** |
| **Qualifications** | Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare  GCSEs at grades 9 to 4 (A\* to C) including English and maths | | HLTA status (desirable)  Undergraduate Degree |
| **Professional Experience** | Experience of planning and leading teaching and learning activities (under supervision) | | Minimum of 1year’s practical experience of working with children  Experience of working with different stakeholders |
| **Knowledge** | An understanding of safeguarding issues relating to children and other stakeholders  Knowledge and awareness of the importance of confidentiality and data protection  An understanding of the ethos of a school  Knowledge of how to help adapt and deliver support to meet individual needs  Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils  Knowledge of guidance and requirements around safeguarding children  Knowledge and experience of school policies relating to health and safety, behaviour, attendance, equal opportunities, child protection  Understanding of roles and responsibilities within the classroom and whole school context  Understanding of effective teaching methods Knowledge of how to successfully lead learning activities for a group or class of children  Knowledge of how statutory and non-statutory frameworks for the school curriculum relate the age and ability ranges of the learners they support  Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice | | An awareness of Health & Safety issues |
| **Skills / attributes** | Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies  Good literacy and numeracy skills  Skills and expertise in understanding the needs of all pupils  Good ICT skills, particularly using ICT to support learning  Ability to focus on the positives and support children to do the same, even in difficult situations  Excellent organisational skills  Ability to problem solve  Ability to work using own initiative and as part of a team  Ability to work in partnership with all pupils, staff, teaching and support, governors and parents with resilience and enthusiasm  Excellent verbal communication skills  Active listening skills | | First Aid Certificate |
| **Personal** | Excellent timekeeping  Excellent health and attendance record  Discreet & confidential whilst remaining professional, tactful, sensitive and understanding  Warm and approachable manner with good inter-personal skills  Sets high standards and expectations for self  Flexibility attitude to work including;   * working hours, * demands and changes in the role * willingness to be involved in the school   Smart professional appearance  Total honesty, integrity, and reliability  Energy, enthusiasm, adaptability and a good sense of humour  The ability to remain calm in stressful situations | |  |
| **Training** | Willing to undertake training and deliver training to others where appropriate | | Evidence of recent and relevant training |
| **Other** | Commitment to Safeguarding and protecting the welfare of children and young people  Commitment to Health and Safety  Commitment to Equality and Diversity  Commitment to attendance at work  Commitment to upholding the school’s positive ethos and values at all times | |  |