



## **Job Application Pack Oakwood Junior School**

**Job vacancy details:** Higher Level Teaching Assistant (HLTA)

32.5 hours per week or part-time flexible working hours considered  
39 weeks per year.

**Employer:** The Odyssey Collaborative Trust

**Contract Type:** Permanent

**Salary:** Grade G, SP 21-25, £30,825 - £33,945 pro rata (pending NJC pay award)

**Start Date:** ASAP

**Closing Date:** 12 noon Thursday 7<sup>th</sup> November 2024

**Interview Date:** To be confirmed

**Location:** Oakwood Junior School, Holbrook Road, Alvaston, Derby DE24 0DD

Welcome from Mrs Atwal, Headteacher of Oakwood Junior School

Dear Candidate

Thank you for showing an interest in the role of Higher Level Teaching Assistant.

We have a vacancy for a Higher Level Teaching Assistant for either 32.5 hours per week or part-time flexible hours to meet schools needs will be considered.

We are looking to appoint an outstanding Higher Level Teaching Assistant to work in Key Stage 2 who is committed, dedicated, determined and resilient; an individual who is knowledgeable about learning and skilled at bringing out the best in all of our learners so that they become confident, resourceful and well-educated. The successful candidate will need to be very flexible in their approach and appreciate the need for empathy as this post will be working closely with SEND pupils. We are very ambitious for our SEND pupils and would like to recruit someone who shares this passion for our most vulnerable pupils to do well.

The role will include covering classes, supporting interventions, providing individualised support to pupils as well as supporting teachers in day-to-day teaching and learning.

We are looking for someone who is an excellent practitioner, passionate about working alongside our children, flexible and shares the commitment to achieving the highest possible standards. A strong knowledge of phonics and strategies to support reading is essential to this role.

Oakwood Junior School joined 'Odyssey Collaborative Trust' in 2021 and networks closely with the other six schools in the Trust. We provide education for pupils of all abilities and we pride ourselves on our inclusive nature and ethos.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards

Mrs Atwal  
Headteacher  
Oakwood Junior School

## About the School

Oakwood Junior School is a large school located in the Alvaston suburb of the city, a well-established and popular school with rising standards and high morale amongst our staff.

Our vision for Oakwood Junior School is that 'Every Child is a Learner and Can Achieve', regardless of their background or ability. This reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. It is driven by our desire to offer the best possible education for our pupils in partnership with parents and the local community. We believe our approach will inspire a love of learning and unlock the potential that lies within all of our children, preparing them to be happy, respectful, successful and responsible citizens in the future.

We aim to provide a warm, welcoming and supportive environment in which our pupils develop a lifelong love of learning. We want the children to be happy and excited about coming to school to learn and to develop their knowledge, skills and understanding through a rich curriculum that celebrates diversity.

At Oakwood Junior School, the staff and governors work in partnership with parents and carers. We value the contributions of a child's whole family and are committed to building strong links with the community.



## Visits to the school

As a school, we pride ourselves on being open and approachable and would encourage you to take the opportunity to visit us.

If you would like to visit the school prior to applying for the post, to meet the Headteacher and other senior leaders and look around the school, please phone 01332 571231 or email: [admin@oakwoodj.odysseyct.org.uk](mailto:admin@oakwoodj.odysseyct.org.uk) to book your appointment.

## How to Apply

To apply please submit your application form and also provide us with a covering letter (no longer than 2 sides of A4) which details your skills, attributes and experience in relation to the role. Please return the completed application form and a covering letter to the school via email to:

[head@oakwoodj.odysseyct.org.uk](mailto:head@oakwoodj.odysseyct.org.uk) or post your application to Oakwood Junior School, Holbrook Road, Alvaston, Derby DE24 0DD

Oakwood Junior School is an equal opportunities employer. Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

We are fully committed to the safeguarding, protection and welfare of the children and expect all staff to share in this commitment. Please refer to our Child Protection and Safeguarding policy that can found on our website using the following link: <https://www.oakwoodjuniorschool.co.uk/policies>

For further information please log on to the DfE website and refer to the 'Keeping Children Safe in Education' document:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This post is subject to an enhanced DBS check, satisfactory references and medical check.

## Higher Level Teaching Assistant Job Description

<b>Job Title:</b>	Higher Level Teaching Assistant ( KS2)
<b>Line Manager:</b>	Headteacher/SLT
<b>Purpose of Job:</b>	
	<ul style="list-style-type: none"> <li>• Work with class teachers to raise the learning and attainment of pupils</li> <li>• Promote pupils' independence, self-esteem and social inclusion</li> <li>• Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement</li> <li>• Support pupils during lunch and break times to ensure health and safety compliance and provide pastoral support as necessary</li> <li>• Cover classes during teacher absences and for PPA</li> </ul>
<b>Specific Responsibilities:</b>	
	<p><b>Teaching and learning</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)</li> <li>• Support and adhere to school's safeguarding policies and practices</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li> <li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li> <li>• Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment</li> <li>• Support health and safety of all pupils e.g. via administration of First Aid as necessary and appropriate to training</li> <li>• Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment</li> <li>• Observe pupil performance and pass observations on to the class teacher</li> <li>• Supervise a class if the teacher is temporarily unavailable</li> <li>• Use ICT skills to advance pupils' learning</li> <li>• Undertake any other relevant duties given by the class teacher</li> <li>• To cover and lead class teaching (with support e.g. planning) as and when appropriate</li> <li>• Direct the work, where relevant, of other adults in supporting learning</li> <li>• Maintain own CPD to inform good practice</li> <li>• A strong knowledge of strategies to support the teaching of reading</li> </ul>



### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

### Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

### Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy

### Professional development

- Keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

	<p><b>Personal and professional conduct</b></p> <ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> <li>• Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality</li> <li>• Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community</li> </ul> <p>Respect individual differences and cultural diversity</p> <p><b>Equal Opportunity</b></p> <p>The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies.</p>
<b>Safeguarding</b>	
	<ul style="list-style-type: none"> <li>• To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school</li> <li>• To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy</li> <li>• To ensure that the Headteacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection</li> </ul>

## Higher Level Teaching Assistant – Person Specification

Qualities	Essential	Desirable	Evidence
<b>Qualifications and Experience</b>			
<b>Education and Training</b>			
HLTA status or equivalent	X		A
GCSE Grade C or above or equivalent in Maths and English	X		A
Specialist skills/training in curriculum or learning e.g. First Aid, Phonics		X	A
Relevant degree		X	A
<b>Experience</b>			
Understanding of how schools work – Key Stages, Assessment, SATs	X		A/I
At least 3 years working knowledge and experience of implementing the requirements, guidance and other relevant learning programmes/strategies	X		A/I
Good overall ICT competency	X		A/I
<b>Specific Skills</b>			
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies	X		A/I
<b>Support for Pupils</b>			
Ability to assess the needs of children and use detailed knowledge and specialist skills to support their learning	X		A/I
Ability to organise and manage an appropriate learning environment and resources	X		A/I
<b>Support for Teachers</b>			
Ability to plan challenging teaching and learning activities with support from the teacher	X		I
Ability to monitor, assess and report on pupil performance and development	X		I
Ability to model exemplary practice in terms of inclusion and supporting children with special educational needs and their families	X		A/I
<b>Support for the curriculum</b>			
Ability to prepare and use ICT resources effectively to support learning	X		A/I
Ability to deliver local and national learning strategies	X		A/I
Working knowledge of: intervention strategies/programmes SEND code for practice school/national assessment systems for Key Stage 2		X	A/I
<b>Communication</b>			
Excellent communication skills both written and spoken	X		A/I



Ability to liaise with parents, other professionals and outside agencies	X		A/I
<b>Professional Development</b>			
Constantly improve own practice/knowledge through self-evaluation, appraisal and learning with/from others	X		A/I
Willingness to participate in all forms of professional development	X		A/I
<b>Personal qualities</b>			
Friendly, professional, smart and flexible	X		A/I
A commitment to improving the academic standards of all children	X		A/I
Commitment to equalities issues and to social inclusion	X		A/I
Ability to work independently and as part of a team	X		A/I
Ability to organise, lead and motivate others/a team	X		A/I
Ability to supervise/manage work/development of some other support staff, volunteers	X		A/I
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Other</b>			
Being available for attending whole school events such as sports days, parent evenings and performances as required	X		I
Ability to encourage participation in structured and unstructured learning activities, including play (timetabled and during break times)	X		I
Good work record	X		
Being responsible for the safeguarding, health, safety and welfare of self, staff, visitors and children under your care and supervision	X		A/I
Be willing to familiarise yourself with school policies and procedures in relation to safeguarding and child protection	X		A/I

## **Privacy Notice – Job Applicants Introduction**

When applying for a position at Oakwood Junior School, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.

You have a right to be informed about how our Trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

### **What information do we collect?**

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address and contact details, including email address and telephone number

- Copies of right to work documentation

- References

- Evidence of qualifications

- Information about your current role, level of remuneration, including benefit entitlements

- Employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions

- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process

- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Every school has statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## **Why we use this data?**

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

The school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **How do we use the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

- your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

### **Automated Decision Making and Profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Collecting this data**

As a school, we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

Local authorities

Government departments or agencies

Police forces, courts, tribunals

### **How we store this data**

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful.

Successful applicants who secure a position then come within the employee/school workforce provisions.

## Transferring data internationally

We do not share personal information internationally.

## Your rights

You have a right to access and obtain a copy of your data on request;

You can:

- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the school office. If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.

## Complaints

We take any complaints about our collection and use of personal information seriously.

Our complaints policy deals with the different stages of any complaint, and how this is managed within school. You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Our data protection officer is:

John Walker of PHP Law LLP, Solicitor: [john.walker@phplaw.co.uk](mailto:john.walker@phplaw.co.uk)

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Nicola Duckworth, School Business Manager:

[n.duckworth@odysseyct.org.uk](mailto:n.duckworth@odysseyct.org.uk)