



WE ARE ASTREA

Higher Level Teaching Assistant (HTLA) Primary Phase

ASTREA ACADEMY SHEFFIELD
PART OF ASTREA ACADEMY TRUST

APPLICANT BRIEF





O PEN LETTER FROM OUR EXECUTIVE PRINCIPAL, KIM WILSON

Dear Candidate,

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield. We are an all-through academy in Sheffield, and this is our fourth year since opening. September 2022 brings an exciting time for us– it has gone so quickly! This is a rare and unique opportunity to join us on our journey - **where ambition has no limits!**

It is key to understand the context of our wonderful academy. We are a city centre school, where we serve the local community of Burngreave. 98.5% of our cohort are from Ethnic Minority Groups, 55% of our pupils are disadvantaged, with 46% currently receiving Free School Meals (national is 13.3%). Children with SEN represent 21% of the cohort. The catchment area of the academy is within the 2.5% most deprived areas within the country. This is why we do what we do. We are here to ensure all children receive the outstanding education and life chances that they are entitled to.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision. We welcomed our first children in nursery, reception and year 7 as well as a brand new complement of staff. Since then we have grown each year, and we currently have 600 children, spanning years 7, 8 and 9 in our secondary building and nursery, reception, year 1 & 2 in the primary building. We are delighted to say we are the school of choice in the area and have recently found out we are oversubscribed again for September 2021!

Our ground breaking campus is truly breath-taking. With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25 million, our facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300-seat hall, 4G pitch, an underground sports hall, outside Amphitheatre and forest school learning area (to name a few).

Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area.

We work within a supportive learning community of staff, parents and children, enabling a world of learning opportunities which will inspire and motivate scholars of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking **distinctive and exceptional** individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.

#WeAreAstrea

Yours sincerely,

Kim Wilson
Executive Principal at Astrea Academy Sheffield



JOB DESCRIPTION

SALARY	SCC Grade 6 – Scale Point 21-26 (Actual salary - £22,711 to £26,087)
CONTRACT TYPE	Permanent
WORKING PATTERN	37 Hours, Term Time Only + 1 week (5 INSET days)

Purpose

The role of this Higher Level Teaching Assistant will be to ensure the highest standards of care, learning, development and achievement for our children, complementing the teacher's delivery of the national curriculum and contributing to the development of other support staff, scholars, Academy policies and strategies.

There will be a requirement to work with children on an individual basis and to lead the delivery of group intervention work.

Main Duties and Responsibilities:

Specific Duties:

- ★ To take a lead role in the research, implementation, training/coaching, monitoring and ongoing development of specific strategies

Planning

- ★ Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in-lesson planning, evaluating and adjusting lessons/work plans
- ★ To assist the teacher in the raising of attainment by ensuring that all children have equal opportunity to fulfil their full potential
- ★ To plan and deliver specific learning interventions to groups/individual children
- ★ Develop and prepare resources for learning activities in accordance with lesson plans and in response to children's needs
- ★ Contribute to the planning of opportunities for children to learn in out-of-academy contexts in line with academy's policies and procedures

Teaching and Learning

- ★ Demonstrate a commitment to excellence every day
- ★ Motivate and progress children's learning by using clearly structures, interesting teaching and learning activities
- ★ To assist with the class teachers (and other professionals as appropriate), in the development of suitable programmes for Individual Support Plans/Educational Health Care Plans
- ★ To contribute to the maintenance of children's progress records and the scholar/parent reviews as part of the graduated approach
- ★ To provide regular feedback about the child to class teachers
- ★ To assist in maximising the use of ICT and other suitable resources in the learning process under the direction of class teachers
- ★ Establish and implement clear policies and practices for assessing, recording and reporting on child achievement in line with academy policy
- ★ Support and guide colleagues to select the most appropriate learning methods and resources to meet the needs of learners
- ★ Support the teaching of literacy and numeracy and assist children to access the full curriculum
- ★ Contribute to and be familiar with lesson plans, Learning Plan/My Plan/Educational Health Care Plans targets and learning objectives.



- ★ Promote and support the inclusion of all children, including those with specific needs, both in learning activities and within the classroom
- ★ Use behaviour management strategies, in line with the academy's policies and procedures to contribute to a purposeful learning environment and encourage children to interact and work cooperatively with others
- ★ Organise and safely manage the appropriate learning environment and resources
- ★ Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- ★ Assist the class teachers in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first languages
- ★ Support the role of parents in children's learning and contribute to/lead meetings with parents to provide constructive feedback on children's progress, achievement and behaviour, maintain sensitivity and confidentiality at all times

Monitoring and Assessment

- ★ Work collaboratively with class teachers and curriculum leaders to evaluate a child's progress through a range of assessment activities
- ★ Assess children's responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- ★ Monitor children's participation and progress and provide constructive feedback to children in relation to their progress and achievement
- ★ Assist in maintaining and analysing records of children's progress
- ★ Contribute to programmes of observation and assessment as planned by the SEN department and class teachers and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children
- ★ Support the teaching staff with reporting children's progress and achievements at parents' meetings.

Behavioural and Pastoral

- ★ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable
- ★ Understand and implement academy's child protection procedures and comply with legal responsibilities
- ★ Assist in maintaining good discipline of scholars throughout the academy and escort and supervise scholars on planned visits and journeys
- ★ Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home and community links
- ★ Supervise break/lunch time and plan and organise break/lunch activities
- ★ Work in collaboration with teachers and professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech and language therapists, educational psychologists and physiotherapists

Other duties and responsibilities

- ★ Undertake a shared responsibility for health, safety, hygiene and cleanliness throughout the setting
- ★ Be familiar with all emergency and security procedures
- ★ To relate confidently and politely to colleagues, volunteers, parents and members of the public
- ★ To adhere to academy policies and procedures, particularly Health and Safety and Equal opportunities and operate with regard to relevant legislation
- ★ To report any Child Protection incidents or concerns in accordance with the Children in Need procedures, Sheffield child protection procedures and education directorate guidance
- ★ Flexible approach required to work
- ★ Any other duties commensurate with the grade and falling within the scope of the post as requested by management
- ★ Respect confidentiality
- ★ Comply with the Academy and Astrea Trust no smoking policy



- ★ Cooperate and liaise with departmental colleagues
- ★ Demonstrate a commitment to own development, to take advantage of education and training opportunities and develop own competence
- ★ Support and encourage harmonious internal and external working relationships
- ★ Make a positive contribution to raising the profile of the academy
- ★ Make a positive contribution to the wider life and ethos of the academy
- ★ Develop effective professional relationships with colleagues knowing how and when to draw on advice and specialist support
- ★ Deploy support staff effectively (where available)
- ★ Take responsibility for improving performance through appropriate professional development, responding to advice and feedback from colleagues
- ★ Communicate effectively with parents, carers and external agencies with regard to scholars' achievements and well-being
- ★ Demonstrate a high standard of personal and professional conduct and uphold public trust in the profession by maintain a high standard of ethics and behaviours in and outside of the academy in line with the academy's policy
- ★ Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality
- ★ Understand and act within the statutory frameworks which set out professional duties and responsibilities
- ★ Accept accountability for achieving the highest possible standards in their own work and conduct and to be able to self-critical and reflective
- ★ Acts with honesty and integrity at all times



PERSON SPECIFICATION

EXPERIENCE

- ★ ★ Successful experience of working in secondary education
- ★ ★ Use of ICT to support learning
- ★ ★ Experience of supporting/mentoring/coaching staff
- ★ ★ Experience of working with external agencies to support scholars

EDUCATION & QUALIFICATIONS

- ★ ★ GCSE English & mathematics grade C or above (or equivalent)
- ★ ★ QTS or Successful Assessment of HLTA Professional Standards is desirable
- ★ ★ Willingness and ability to obtain and/or enhance qualifications and training for the development in the post
- ★ ★ Evidence of recent in-service training and professional development

SKILLS & KNOWLEDGE

- ★ ★ Knowledge of scholar development and implementing next steps in learning
- ★ ★ Knowledge of language acquisition and development strategies
- ★ ★ Excellent numeracy/literacy/oral skills
- ★ ★ Working knowledge of national curriculum
- ★ ★ Knowledge of Child Protection Procedures
- ★ ★ Ability to lead and organize a team
- ★ ★ Ability to direct the work where relevant of other adults in supporting learning
- ★ ★ Ability to plan effective actions for scholars at risk of underachieving

PERSONAL QUALITIES

- ★ ★ An enthusiastic and effective leader who can inspire colleagues
- ★ ★ Commitment to safeguarding and promoting the welfare of children and young people
- ★ ★ Willingness to undergo appropriate checks, including enhanced DBS
- ★ ★ Motivation to work with children and young people
- ★ ★ Ability to form and maintain appropriate relationships and personal boundaries with scholars and families
- ★ ★ Have a willingness to demonstrate commitment to the values and behaviors which flow from the academy ethos
- ★ ★ Communicate effectively and have very good interpersonal skills
- ★ ★ Ability to make strategic decisions and take appropriate action to ensure successful outcomes
- ★ ★ Have a confident and diplomatic approach and an awareness of the importance of confidentiality
- ★ ★ Work collaboratively and effectively as a member of team



This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org