

Success Academy Trust



JOB APPLICATION PACK

Thomas Estley Community College



Station Road
Broughton Astley,
Leicestershire, LE9 6PT



01455 283 263

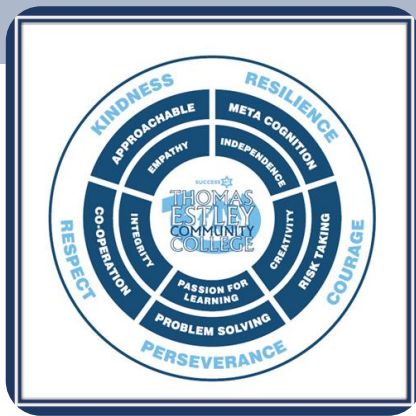


thomasestley.org.uk

APPLY NOW

THOMAS
ESTLEY
COMMUNITY
COLLEGE

Community of courage and commitment to success



Community of Courage & Commitment to Success

Aiming to achieve our best.

Taking full advantage of every **learning opportunity**.

Showing **resilience** through our experiences and challenges.

Seeking out our **talents** and following our dreams.

Reaching out for opportunities to **lead and encourage others**.

Making **a positive difference** and celebrating success.

Including the **whole community**, sharing, caring and giving time as needed.

Treating each other with **kindness, fairness and respect**.

Finding space in our lives for **fun, joy, praise and laughter**.

Station Road, Broughton Astley, Leicestershire, LE9 6PT Tel: 01455 283 263
admin@thomasestley.org.uk - www.thomasestley.org.uk

Dear Applicant,

November 2023

HLTA – Higher Level Teaching Assistant

The college is looking to appoint a HLTA to contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on pupil engagement, achievement and performance.

The ideal candidate will have HLTA status and a minimum Level 2 qualification in Maths and English

Thomas Estley Community College is a popular college serving the village of Broughton Astley, Cosby and surrounding areas. We have a current number on roll of over 900 Key Stage 3 & 4 students, as well as a specialist communication and interaction provision, and host a satellite base of Birkett House Special School. We are the lead school in Thomas Estley Learning Alliance (an alliance of over twenty primary and secondary schools) and the secondary school in Success Academy Trust. The College also has extensive extended schools provision including our primary out of school club, Pre-School, Sea Cadets and secondary extra-curricular clubs, as well as adult and community evening provision.

We have a strong family ethos and are looking for an enthusiastic and committed applicant who wants to work with our warm, welcoming team to further our mission statement of Building Leadership and Character Together. Should you decide to apply for this role, please ensure that you use the **Personnel Specification** for guidance when completing your application form.

Closing date for Applications is Wednesday 10th January 2024 at 9.00am. Applications via email to HR@thomasestley.org.uk

Yours Faithfully

Mandi Collins

Principal



Registered in England – Company No: 8135389 VAT Reg: 153227431
College Principal: Mandi Collins - College Manager: A Willett



Featuring additional entitlement to our ‘Three Steps to Success’ for all our Success Academy Trust staff...



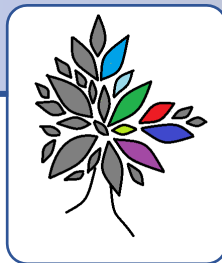
ENTITLEMENT TO OUR TRUST TRAINING PACKAGE AS APPROPRIATE TO CAREER STAGE DEVELOPMENT, ROLE AND EXPERIENCE



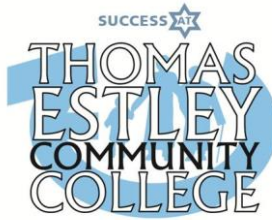
TALENT MANAGEMENT DEVELOPMENT ROUTES WITHIN THE TRUST WITH A PERSONALISED CAREER PLAN



WELLBEING FOR SUCCESS – OUR OWN PERSONAL WELLBEING AND SUPPORT PACKAGE TO HELP YOU FLOURISH



Please visit [Success Academy Trust](https://www.successat.org.uk) to view 'Who we are'



Job Title: HLTA – Higher Level Teaching Assistant

Grade: 8

Hours: Monday to Friday (inclusive)

8:15am until 3.45pm (less ½ hour lunch)

35 hours per week (80.96%)

Pro rata Grade 8, Point 15 at 80.96% FTE = £21,395.30pa

Responsible to: Director of Inclusion

Key relationships with: Teachers, Other classroom support staff, Director of Inclusion, Leadership team, Therapy and Wellbeing Team, Other agencies

Job purpose:

A HLTA will work under the direction and supervision of the lead teacher to contribute to the planning, delivery and evaluation of learning activities for whole classes, groups and individual pupils. Specified work may be delivered to whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling and/or on a more ad hoc, temporary basis. HLTAs may also undertake day-to day management responsibility for TAs, LSAs and classroom volunteers; and contribute to policy and strategic development.

Operational Standards: HLTA Standards

MAIN DUTIES AND RESPONSIBILITIES:

1. To contribute to the planning, delivery and evaluation of whole class learning activities, including delivering lessons to the whole class without a teacher being present and feeding back on pupil engagement, achievement and performance.
2. To contribute to the planning, delivery and evaluation of learning activities for groups and individual pupils, planning your own role and providing feedback on pupil engagement and achievement.
3. To devise, organise and manage clearly structured learning activities for individuals, groups and whole classes, that interest and motivate pupils and advance their learning, monitoring responses and modifying your approach accordingly.

4. To organise and manage learning activities in ways which keep learners safe.
5. To promote and support the development of pupil's self-reliance, self-esteem and emotional resilience in liaison with other college staff.
6. To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
7. To support the physical, intellectual, emotional and social development of pupils, contributing to planning and facilitating children and young people's learning and development.
8. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
9. To develop positive relationships with colleagues, providing consistent and effective support and directing the work, where relevant, of other adults in supporting teaching and learning.
10. To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum
11. To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
12. To contribute to the selection, preparation and use of resources suitable for engaging children and young people in planned and unplanned learning activities.
13. Having regard to equality of opportunity, to provide care and encouragement to all pupils, planning for and supporting their participation in structured and unstructured activities (timetabled and during breaks if required) and liaising, if required, with parents / carers / other professionals as appropriate.
14. To provide support for bilingual / multilingual pupils if required
15. To invigilate or provide authorised SEN support for internal and external tests and examinations under formal conditions.
16. To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.
17. To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
18. To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being, when required.
19. To lead an extra-curricular activity under the direction of the school but with limited direct supervision, when required.
20. To have responsibility for the day to day management of other Teaching Assistants and Learning Support Assistants in order to develop their working practices, support them in identifying their own learning needs and help provide opportunities to address these needs as appropriate.

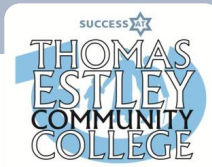
21. To support and motivate volunteers, including briefing them on their responsibilities, giving them feedback on their work, and assisting them to resolve any problems that may arise.
22. To contribute to the development and review of policies and practices relevant to classroom support staff.
23. To contribute to assessing and developing plans to meet the personal support needs of children and young people with additional requirements, and assist in the implementation and evaluation of the plans.
24. To monitor attendance to identify any patterns of absence and lateness and work with colleagues and parents to seek ways of helping the pupil to attend school more regularly.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Success Academy Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

WHOLE COLLEGE RESPONSIBILITIES:

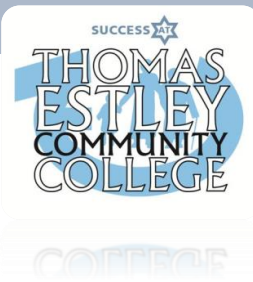
- Support current policies and recognised good practice within the college
- Be aware of the importance of confidentiality and data protection
- Participate in annual Performance Reviews with your Line Manager, based on agreed objectives.
- Willingness to be flexible in both approach and use of time.
- All tasks should be undertaken with due regard to Health & Safety regulations.
- To undertake such other duties which are within the scope of the job purpose, title of the job and its grade.



THOMAS ESTLEY COMMUNITY COLLEGE PERSONNEL SPECIFICATION

Job Title: HLTA – Higher Level Teaching Assistant
Scale: Grade: 8

QUALIFICATIONS	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • HLTA status • Level 2 qualifications in maths/numeracy and English/literacy 	<p>✓</p> <p>✓</p>	
<p>EXPERIENCE</p> <ul style="list-style-type: none"> • Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting. • Experience of first level line management 	<p>✓</p>	<p>✓</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of child protection, health and safety procedures and their application in a school setting. • Awareness of a range of frameworks that support the education, development and well-being of children 	<p>✓</p> <p>✓</p>	
<p>SKILLS/ATTRIBUTES</p> <ul style="list-style-type: none"> • Ability and willingness to undertake professional development. • Good interpersonal skills. • Empathy with children and young people. • Ability to effectively manage pupil behaviour in accordance with school policy and procedure. • Ability to work effectively as part of a team. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>GENERAL CIRCUMSTANCES & FACTORS NOT ALREADY COVERED</p> <ul style="list-style-type: none"> • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. • Must be eligible to work in the UK 	<p>✓</p> <p>✓</p> <p>✓</p>	



All **Thomas Estley Community College** employees are expected to promote and safeguard the welfare of students at this school.

The job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character and requirements of the post or the level of responsibility entailed.

Variations are a common occurrence and do not necessarily constitute additional responsibilities or warrant a higher grade.

