

Application Pack



Upper Key Stage 2 : Higher Level Teaching Assistant

Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire
Chief Executive, REAch2 Academy Trust

Letter from our Headteachers, Gunton Primary Academy

Dear Candidate,

Gunton Primary Academy is a well-established and popular school in North Lowestoft and, as our Upper Key Stage 2 Learning Support Assistant, you will be working with our extremely dedicated Year 5 and 6 team of teachers and support staff. The role requires substantial school based experience, ideally in Key Stage 2 as you will be supporting the children to achieve their best possible outcomes in national assessments and preparing them for High School.

Gunton Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

Satisfactory written references will be sought post shortlisting and ahead of a selection process.

Mrs Kirsten Stone and Mr Matthew Jordan
Headteacher and Executive Headteacher, Gunton Primary Academy

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



The Role

Start date: Monday 21st March 2022

Contract type: Fixed Term Contract: 31.08.23

Pay Scale: Salary - NJC Scale Points 3 – 9 (Actual Salary £12,064 - £13,586)

Working Hours: Part Time: 28.33 Hours per week, 39 weeks per year

Gunton Primary Academy is a well-established and popular school in North Lowestoft. We have an exciting opportunity to join our school as an Upper Key Stage 2, Higher Level Teaching Assistant or Unqualified Teacher. You will be able to provide high quality teaching and learning support for our children, enabling them to become independent learners and raising their standards of attainment. You will be able to use initiative and skills to enhance the quality of teaching and learning and prepare our UKS2 pupils for the transition to secondary school. Although this role will be predominantly based in UKS2 (Years 5 and 6), the ideal candidate will have the skills, knowledge and confidence to teach small groups English and maths across Key Stages 1 and 2.

Are you:

- Able to promote the inclusion and acceptance of all pupils?
- Flexible, reliable, well-organised and with a strong level of literacy, numeracy and IT skills?
- Able to promote positive behaviour in line with school policies and help keeping children on task
- Child-centred, putting the child at the heart of what you do?
- Committed to provide a stimulating, educational and safe environment for children in which they can develop to their full potential?
- Able to interact with, and support children, according to their individual needs and skills?
- Willing to contribute to the overall ethos and vision of the school and consistently promote our 3 core values of grow, persevere and aspire?
- Enthusiastic, hard-working and ready for a challenge?
- Able to work effectively as part of our committed staff team?

If so, you'll love working at Gunton Primary Academy!

In return, we can offer you:

- A friendly, supportive, enthusiastic and hardworking team of staff and governors.
- A staff team who are very committed to inclusion and doing their very best for all children.
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country.
- And, most importantly, the opportunity to work with our AMAZING children.

We welcome applications from unqualified teachers.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. Enhanced DBS Disclosure with Child Barred List check will be carried out for this role. Employees will also be subject to a pre-employment medical check and references.

Gunton Primary Academy, and REAch2 Academy Trust, reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

The Application

Please download the Application form from our school website, Guntonprimary.co.uk or email recruitment@guntonprimary.org

Please return your completed application forms to: Mrs R Newrick, HR and Finance Officer, recruitment@guntonprimary.org

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check.

The application process and timetable

Application deadline:	Midday on Monday 14 th February 2022
School visits:	You are welcome to visit our school after 3.30pm weekdays; please phone to make an appointment.
Interviews:	Wednesday 16 th February 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description	
Job title	UKS2 HLTA
Salary Scale	NJC 3-9
Responsible to	Headteacher / Acting Assistant Headteacher / UPKS2 Leader
About the Role	
<p>To provide high quality teaching and learning support for our children, enabling them to become independent learners and raising their standards of attainment.</p> <p>To use his/her initiative and skills to enhance the quality of teaching and learning and prepare UKS2 for the transition to secondary school.</p> <p>Although this role will be predominantly based in UKS2 (Years 5 and 6), the ideal candidate will have the skills, knowledge and confidence to teach English and maths across Key Stages 1 and 2.</p>	
Key Responsibilities	
Support for Pupils	
<ul style="list-style-type: none"> • Confidence and ability to teach maths and English to children across the range of abilities, including the most able • Establish positive and supportive pastoral relationships with pupils and interact with them according to individual needs • Supervise and provide particular support for pupils, including those with additional needs, ensuring their safety and access to learning • Assist with the development and implementation of individual learning /behaviour plans and personal care programmes • Promote the inclusion of all pupils • Encourage pupils to interact with others and engage in their learning • Set challenging and high expectations and support the development of self-esteem and independence • Routinely provide feedback to children about their progress and attainment • Encourage children to take responsibility for their behaviour 	
Support for Teachers	
<ul style="list-style-type: none"> • Contribute to creating and maintaining a purposeful, orderly and supportive learning environment • Use strategies, in liaison with the teacher, to support pupils to achieve their targets • Assist with the planning of learning activities • Use formative assessment to monitor pupils' understanding and accurately record achievement/progress as directed • Provide detailed and regular feedback to teachers about pupils' progress and attainment 	

- Promote excellent behaviour, dealing promptly with conflicts and incidents in line with the school's behaviour policy
- Establish and maintain positive relationships with parents/carers
- Administer and mark routine assessments
- Provide clerical/admin support as needed

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting tasks/activities according to pupil responses
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet learning objectives and assist pupils in their use

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the designated person
- Contribute to the overall ethos and vision of the school and consistently promote our 3 core values of grow, persevere and aspire
- Deal with children's accidents and first aid
- Support the role of other professionals contributing to reviews, multi-agency meetings or requests for statutory assessments
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required, taking responsibility for your own professional development, including working towards your objectives
- Undertake periodic whole class supervision in the temporary, short-term absence of the class teacher
- Assist with the supervision of pupils out of lesson time, including before and after school
- Lead play activities with the children when out in the playground at break and lunch times
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher
- Any other duties as requested by the Headteacher as required

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.

Person Specification : UKS2 HLTA		
	Essential	Desirable
Qualifications	<p>English and mathematics GCSE Grade C or above or equivalent</p> <p>HLTA status / NVQ Level 3 in learning support or equivalent qualification</p>	<p>A Levels – Maths/English Grade C or above or equivalent</p> <p>Relevant degree / evidence of professional development</p> <p>Safeguarding Training/ understanding of child protection policies and procedures.</p> <p>First Aid training</p>
Working with children	<p>Experience of working with and supporting children in UKS2</p> <p>Commitment to high standards of teaching and learning and behaviour</p> <p>Ability to deal effectively and positively with challenging behaviour</p> <p>Understanding of how to support children who find learning a significant challenge</p>	<p>Experience of working with children in KS1 and KS2</p> <p>Knowledge of attainment standards in reading, writing and maths for primary children</p> <p>Awareness of strategies for SEND intervention, including more able children</p>
School specific needs	<p>Good team player</p> <p>Ability to use own initiative</p> <p>Ability to calmly manage stressful situations</p> <p>Good organisational skills</p> <p>Effective time management, including being highly productive in working style</p>	<p>Willingness to be involved in all school activities</p>
Personal Qualities	<p>An approachable and caring manner</p> <p>Ability to engage parents and families of children requiring additional support for behaviour, social and emotional difficulties</p>	<p>Able to build good relationships with pupils, staff, parents, governors and outside agencies</p>

	<p>Love of children and a commitment to their entitlement to rich educational experiences</p> <p>Prepared to seek help when necessary</p> <p>Enjoys a challenge</p> <p>Good physical and mental health</p> <p>Excellent organisational skills, with a flexible approach</p> <p>Supportive with the ability to work as part of a team</p> <p>Ability to work under pressure while maintaining a positive composure</p> <p>Sense of humour</p>	<p>Proven methods to encourage parents' involvement in the education of their child</p> <p>Has an enthusiastic outlook to the position.</p>
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Gunton Primary Academy recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.