



**North East  
Learning Trust**

**Higher Level Teaching Assistant**  
**Sacriston Academy**  
Applicant information pack

# Higher Level Teaching Assistant (HLTA)

**Required January 2022**

**37 hours per week,**

**Term time only plus 5 additional days**

**Salary Grade 4, SCP12 - SCP17**

**£22,183 - £24,491 (FTE), £19,573 - £21,609 (Actual)**

Sacriston Academy is a part of the North East Learning Trust and are seeking to appoint a Higher Level Teaching Assistant to join our dedicated team.

Sacriston Academy is a happy and welcoming primary school rooted in the heart of the community. We aim to ensure that every child leaves Sacriston Academy excited about learning and determined to succeed. We want to equip each child with confidence, resilience and the social skills necessary to become aspirational citizens of a changing world.

Our vision, along with all schools in the North East Learning Trust, is that every child experiences excellence every day.

## **We are committed to:**

- the pursuit of excellence in all that we do
- a broad education designed to enable every young person to achieve their full potential and make the most of their talents
- a calm, purposeful atmosphere where young people are cared for and able to learn with confidence
- a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning
- engendering respect for individuality and difference so that all will feel secure and equally valued
- a nurturing sense of social responsibility, spiritual and personal development
- fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

## **We can offer:**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

## **The successful candidate will:**

- Hold a Higher Level Teaching Assistant Certificate (status) OR relevant qualification at NVQ Level 4
- Experience of delivering effective learning activities in the classroom
- The ability to motivate and inspire students to achieve their full potential.
- Experience of working with children of a relevant age in a learning environment

**Deadline:** 12 noon, Thursday 2<sup>nd</sup> December 2021

Interviews will take place week commencing Monday 6<sup>th</sup> December 2021

**How to apply:**

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [admin@sacristonacademy.co.uk](mailto:admin@sacristonacademy.co.uk).



# Job description

<b>Post title:</b>	Higher Level Teaching Assistant
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Raising standards of student achievement
<b>Salary Band:</b>	Grade 4 SCP 12 - 17

## JOB PURPOSE:

To support and assist teachers as part of a professional team, to contribute to raising standards of student achievement and to undertake a range of learning activities under the professional direction and supervision of a qualified teacher in line with school policies and procedures.

## Duties and responsibilities:

- To provide support for students, teachers and the whole school.
- To provide cover for PPA, planning and delivering lessons as required across the school.
- To take responsibility for agreed learning activities under an agreed system of supervision, adjusting activities according to student responses and needs. This will include delivering learning activities as prepared by the class teacher.
- To use I.T. effectively to support learning activities.
- To work within the school's behavior policy, managing student behavior constructively, promoting self-control and independence and being an effective role model.
- To adhere to the school's safeguarding and confidentiality policies and procedures.

## Achievements and Standards

- Assisting class teachers in raising the achievement of all pupils
- Working with individual pupils or groups as required
- Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet pupils needs and interests
- Supervising and assisting individuals or small groups of pupils in activities set by class teachers or SENDCo
- Supervising whole classes during short periods of teacher absence or attendance at planned meetings
- Contributing to reports and the maintenance of appropriate records
- Contributing to assessment procedures
- Helping implement lesson plans
- Providing feedback to class teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation
- Carrying out intervention programmes where necessary

## Pupil Well Being and Personal Development

- Assisting with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy
- Providing additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme
- Building and maintaining good relationships with pupils, ensuring the care, health and welfare of pupils at all times, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training
- Assisting pupils with physical needs and difficulties

- Establishing and maintaining appropriate working relationships with parents, staff and other adults involved in pupils' education
- Following school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff immediately
- Promoting the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum
- Helping to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners

### **The Quality of Provision**

- Assisting in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
- Liaising with class teachers / SENDCo and contributing to individual planning and EHCP reviews as necessary
- Assisting with planning, creating and mounting displays
- Maintaining a safe and purposeful learning environment
- Supervising pupils in different contexts, ensuring their safety at all times
- Assisting in maintaining good relationships between all members of the school community, including parents, support staff and other professional agencies.
- Developing skills and knowledge of ICT, particularly in supporting children in Early Years and Key Stage One.

### **Other Responsibilities**

- Attending relevant meetings and contributing to curriculum development, school policies and procedures
- Supervising pupils during break times as necessary and maintaining a good level of hygiene in the dining hall
- To communicate appropriately and clearly to pupils and colleagues
- Taking responsibility for own professional development by seeking opportunities and attending relevant training
- Taking part in school practices and procedures, e.g. playground duties, educational visits, school performances
- Be willing to undertake first aid training and once qualified administering basic first aid to staff and pupils.
- Contributing to the wider life of the school
- Be committed to the school's aims and values

### **General**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

### **Health and Safety**

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager

- To ensure own safety and safety of all others who may be affected by the Trust's business

## **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>Higher Level Teaching Assistant Certificate (status) OR</li> <li>Relevant qualification at NVQ Level 4</li> <li>Good numeracy/literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Training in relevant learning strategies e.g. Early Years</li> <li>Training in relevant learning strategies e.g. Read Write Inc., NELI, Blast.</li> <li>Valid first aid certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Able to demonstrate the necessary skills and experience of successfully supporting pupil learning</li> <li>Recent experience of working in EYFS in the NEW framework</li> <li>Experience of planning and evaluating learning activities</li> <li>Experience of planning and evaluating learning for individuals, groups and whole class</li> <li>Experience of EYFS</li> <li>Experience of working with children of a relevant age in a learning environment</li> <li>Able to use ICT effectively to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Good understanding of child development and learning processes</li> <li>Working knowledge of Early Years Framework</li> <li>Experience of being a Key worker</li> <li>Experience of Early Years baseline</li> <li>Experience with a range of speech and language programmes</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>Be able to inspire trust and confidence in children</li> <li>Be able to encourage high standards of pupil behaviour at all times</li> <li>Communicate effectively both verbally and in writing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Able to relate well to and communicate effectively with children and adults.</li> <li>Display a calm and positive approach.</li> <li>Able to be sensitive to the needs of the children and their parents/carers.</li> <li></li> </ul>	

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.