



# VISION

MULTI ACADEMY TRUST

## RECRUITMENT PACK

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**Higher Level Teaching Assistant**



## Welcome from the CEO



Welcome to our multi academy trust.

Thank you for your interest in joining Vision Multi Academy Trust as a Teaching Assistant at East Ward Primary School.

We are very proud of our Trust. Our Members, Trustees and Staff work relentlessly in collaboration to ensure our pupils have an exceptional education.

Vision MAT was formed in July 2017. It came into fruition as a natural development of positive relationships built between neighbouring schools in the local area. We continue to work in partnership with all schools in the locality and beyond. We believe that collaboration is the key to a successful education system.

All Schools within Vision MAT have the commitment to share their ideas, their expertise and their unique experiences, so that children and staff can learn, develop and grow together.

We take collective responsibility for our pupils; pooling our energy to find solutions to problems that arise and removing barriers that may prevent success.

As the Chief Executive Officer, it is my role to oversee the teams and strategies the MAT uses to ensure that we are consistently delivering the highest quality teaching and learning and operate with effectiveness. We focus on being good, or better every day. We are delighted that all schools within Vision MAT have been graded good by Ofsted. Our aspirational culture ensures that we work tirelessly to support and challenge our pupils to be the very best that they can be.

If you believe you can make a positive contribution to our Trust and its schools, then we would be delighted to hear from you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C McLachlan'.

**Carol McLachlan**  
**Chief Executive Officer**

Dear Candidate

The Governors of East Ward Primary School are seeking to employ an enthusiastic and passionate Higher Level Teaching Assistant to support children with special educational needs and disabilities. This post is permanent. Hours of work are 32.5 hours per week, term time only worked in accordance with service requirements. The salary is £22,025 per annum.

East Ward Primary School is a good school which enables pupils to learn in a climate which motivates and engages.

Are you...

- ➔ Experienced in working with children?
- ➔ Able to demonstrate good communication, numeracy and literacy skills?
- ➔ Willing to build a secure knowledge of the learning support needs of individual pupils?

If yes, we want you to apply for this post.

You must possess a willingness to participate in relevant training and development opportunities.

You will be welcomed into a team committed to continually raising standards and upholding the distinctive ethos of this friendly and inclusive school.

Employees of East Ward Primary School have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring they are protected from harm.

If you wish to visit the school prior to making an application, please contact the school on 0161 764 6065 or by e-mail at [cwells.eastward@visionmat.com](mailto:cwells.eastward@visionmat.com)

Closing date on **Tuesday 16<sup>th</sup> April 2024 at Midday**

Shortlisting to take place on **Tuesday 16<sup>th</sup> April 2024**

Interviews to take place on **Monday 22<sup>nd</sup> April 2024**

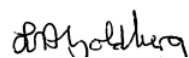
We have a commitment to safeguard and promote the welfare of children, so an enhanced criminal record check will be undertaken for the successful candidate. The offer of employment is also subject to two satisfactory references, one being from your current or most recent employer. We will also require confirmation of qualifications, proof of your identity and your right to work in the UK.

Thank you for your interest in Vision Multi Academy Trust and East Ward Primary School. Best wishes for your application.

Yours faithfully,



**Ms Carol McLachlan, CEO**



**Mr Laurence Goldberg, Chair of Trustees**



## VISION MULTI ACADEMY TRUST

### JOB DESCRIPTION & PERSONAL SPECIFICATION

Post Title:	<b>Higher Level Teaching Assistant - SEND</b>	
Salary:	<b>£22,025 per annum</b>	Post Grade: Grade 9
Location:	<b>East Ward Primary School</b> <b>Willow Street, Bury, BL9 7QZ</b>	Post Hours: <b>32.5 hours per week</b> Monday – Friday, Term time only
<b>Purpose and Objectives of Post:</b> East Ward Primary School are seeking to recruit an enthusiastic and highly motivated Higher Level Teaching Assistant to work within our Resourced Provision – The Honey Pot. This is a rewarding opportunity to make a difference to the lives of young people with Special Educational Needs and Disabilities.		
Accountable to: Mrs Kathryn Mort - Headteacher		
Immediately Responsible to: Senior Leadership Team		
<p>The Honey Pot is an 18 place Resourced Provision for children with Special Educational Needs and Disabilities with a particular focus on Communication and Interaction. The Resourced Provision is a class that is part of East Ward Community Primary School and is based on site with staff that move between the Honey Pot and the mainstream classrooms. All children within the Honey Pot have Educational Health Care Plans.</p> <p>The main aim of this role is to work alongside the teacher and SENCO to plan, resource and deliver lessons and activities that are planned to support the individual children within the class and to support the teacher in leading the class, including when the teacher is not present. In addition to this, the successful candidate will participate in the design and implementation of Provision Maps with the teacher and SENCO. Duties will include monitoring the progress of pupils both educationally and socially on a plan, do and review cycle.</p> <p><b><u>We are looking for a teaching assistant who:</u></b></p> <ul style="list-style-type: none"> <li>• Is committed to our school ethos and values</li> <li>• Is highly skilled, creative and conscientious</li> <li>• Is experienced in working with children with SEND, including those with Communication and Interaction needs</li> <li>• Has good reading, writing, maths and communication skills, including the use of correct standard English</li> <li>• Is hardworking with excellent time management skills</li> <li>• Has a positive and flexible approach</li> <li>• Is nurturing and supportive</li> <li>• Enjoys working as part of a dedicated, vibrant and creative staff team</li> </ul> <p><b><u>We offer:</u></b></p> <ul style="list-style-type: none"> <li>• A strong commitment to continued professional learning including training specific to the role</li> <li>• A culturally diverse setting</li> <li>• A caring, inclusion environment</li> <li>• A hardworking and welcoming staff team</li> <li>• Children who embody our trust values of Happy, Proud, Challenged and Successful</li> <li>• A well-resourced curriculum with opportunities for creativity</li> <li>• A driven leadership team who will champion your career</li> </ul>		

## **Duties/Responsibilities**

### **General duties**

- Work with children in a Resourced Provision, supporting children with a range of special educational needs.
- Assist the teacher to plan, prepare classrooms for lessons and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. taking registers.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required.
- Be a good role model to pupils in terms of behaviour and attitude.
- Provide teaching cover as and when required.
- Take a lead role in supporting pupils with SEND.
- Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum.
- Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.
- Be proactive in managing pupil behaviour.

### **Cover Supervisor**

- To deliver the content of the lesson planned (by the SRP lead or class teacher) for small groups or class cover and give effective feedback on the pupil's progress in that session.
- Facilitate, prepare and deliver assigned programmes of teaching and learning opportunities.
- Liaise with the Honey Pot teacher in order to understand the objective of each activity and lesson and demonstrate curriculum and subject knowledge.
- Use these objectives to plan, evaluate and adapt lessons as appropriate.
- To provide support for the individual pupils within a group or class situation to enable them to participate fully in class activities; to be prepared to work with small groups of children both in and out of the class.
- Work with the individual/group programmes devised by other professionals, e.g. speech therapist, occupational therapist etc.
- Implement behaviour management programmes and support plans for pupils to measure and ensure pupil's wellbeing, health, safety and learning needs are met.
- Support the role of parents/carers in pupils learning and provide reports for meetings with parents.
- Led, support and deploy other staff within the class to best support the children's needs.

### **Supporting the school**

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times.
- Maintain good working relationships with other staff members and keyholders, including parents and external agencies.
- Share expertise and skills with other staff members.

- Participate in meetings as required.
- Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post, as directed by the headteacher.

#### **Teaching and learning**

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential.
- Provide support to pupils in specialist areas of learning as required.
- Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.
- Determine the need for specialist equipment and resources to support pupils' learning.
- Modify teaching and adapt activities to suit pupils' individual needs.
- Assess, record and report on the progress of pupils and use this information to extend their learning.

#### **Communication and coordination**

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place.
- with the SENCO regularly to review the progress of individual pupils with SEND and the overall SEND provision in the school.
- Assist in the coordination and provision of interventions for named pupils or groups of pupils.
- Work alongside the class teacher and SENCO to develop intervention timetables.

#### **Professional development**

- Participate in training and other professional development as required.
- Undertake line management responsibilities of other TAs where appropriate.
- Be responsible for disseminating training to other TAs and teaching staff as appropriate.
- Act as a point of contact for other professionals, e.g. speech and language therapists, specialists and parents.

<b><u>HLTA person specification</u></b>	
<b>Qualifications and training</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Two or more GCSEs at grades 9 to 4 or equivalent, including English and maths.</li> <li>A degree in a relevant field or other relevant qualification.</li> <li>HLTA status or QTS.</li> </ul>	<ul style="list-style-type: none"> <li>First aid training.</li> <li>Safeguarding training.</li> <li>Evidence of relevant CPD.</li> </ul>
<b>Skills and experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Experience of working with children.</li> <li>Experience of record keeping and monitoring.</li> <li>Effective oral and written communication skills.</li> <li>Demonstrable levels of numeracy and literacy.</li> <li>Excellent communication skills.</li> <li>Effective problem solving skills.</li> <li>The ability to remain calm under pressure.</li> <li>The ability to be proactive in seeking solutions.</li> <li>The ability to work with pupils in a professional manner.</li> <li>Strong ICT skills.</li> <li>Experience of teaching individuals, groups and whole classes.</li> <li>Knowledge of SEND provision.</li> <li>Experience working with children and young people with additional needs.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment.</li> <li>Experience of working on a one-to-one basis.</li> <li>Good organisational skills and time management.</li> <li>Experience working with children and young people with additional needs.</li> <li>Experience leading and managing other support staff.</li> <li>Experience in a specialist area.</li> <li>Experience in multi-agency working.</li> </ul>
<b>Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Knowledge of areas of legislation relevant to child protection and safeguarding.</li> <li>Knowledge of relevant school policies.</li> <li>Knowledge of the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legislation and statutory guidance specific to EYFS and primary phase</li> <li>Knowledge of a specialist area.</li> </ul>
<b>Personal traits</b>	
<b>The successful candidate will be</b>	
<ul style="list-style-type: none"> <li>Able to work independently but also as part of a team.</li> </ul>	

- Dedicated to their practice.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

#### **Additional requirements**

#### **The successful candidate will have**

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.