

Claybrooke Primary School

**Higher Level Teaching Assistant
Candidate Welcome Pack**



Thank you for your interest in this rare opportunity to join the wonderful teaching and learning team at Claybrooke Primary School, Claybrooke - part of Inspiring Primaries Academy Trust!

This vacancy is for the right candidate to become a member of our dedicated team of support staff. The HLTA role sits within our newly introduced IPAT SEND strategy. As such, the successful candidate will have expertise in one area of SEND: cognition & learning; social, emotional & mental health; communication & interaction, or; sensory & physical difficulties.

*Claybrooke is a small, rural primary school, and we pride ourselves on being part of the 'Claybrooke Family'. We serve the villages of Claybrooke Magna and Claybrooke Parva, as well as other villages in the locality. We have approximately 75 children on roll, housed in the original building, which dates back to 1814, as well as a newer purpose-built classroom. We also have our own school hall, extensive grounds and a smart multi-use games area and climbing trail at the front of the school. Our vision at Claybrooke is **'Together We Flourish'***

Our values are the things that we hold dear, that will help us achieve our vision. Alongside our Vision statement of 'Together we Flourish', our values expect all members of our school community to be:

Respectful - Compassionate - Inclusive - Truthful - Collaborative

Everyone who plays a part in the life of Claybrooke is very proud of the school and we are all working together to make it a fantastic and rewarding place to learn.



If you are looking for the next step into a career in education and want to work in an environment that inspires you to bring your brilliance to every lesson, every day then this is the role for you. I would encourage you to read the details of our approach, our supportive Trust and our offer to you set out in this pack and, when you are ready to apply, phone into school so I can arrange a tour to introduce you to our team and our children.

Paul Rock – Head of School

Supporting your career, whichever stage you are at....



Experienced Support Staff

If you have experience in a school or child-care setting and are looking for a springboard to career development in education then Claybrooke and Inspiring Primaries Academy Trust, is the place for you.

At Claybrooke, and across the nine Primary schools that make up our Trust in South Leicestershire, we have clearly defined pathways for progression. The routes available, fully supported by the school and Trust leadership teams, are currently:

- Gaining the HLTA qualification through an accredited provider.
- Pathways to teacher training, including dedicated support in school whether the training route you choose is school-based learning or university-based staged training.
- Specialism pathways, with supported training, if focusing on particular areas of support is right for you. This may include training and leading on academic mentoring, emotional literacy support, leading creative curriculum offers as just a few examples.

Finding A Better Balance!

Some of our Trust's most successful and impactful support staff have chosen to come into education as a second or alternative career.

Whether that is motivated by a change in circumstances, such as having a school-aged family to look after, or a change in motivation, such as embracing a vocation and being able to give back to our community, Claybrooke can be the place for you to find that balance.

Once that balance has been restored, our Trust will always have new opportunities for enriching experiences across our schools. Our school leadership work closely with our Trust partners to ensure that those opportunities are shared with staff and that full support is given to those wishing to take them up!





Adam Watson
Chief Executive Officer
Inspiring Primaries Academy Trust

Welcome and thank you for your interest in joining Inspiring Primaries Academy Trust.

At Inspiring Primaries, we are unapologetically ambitious - for our pupils, our schools, and the communities we serve. We believe that every child deserves the very best start in life, and that belief drives everything we do.

Our Trust is built on strong values, a deep sense of collaboration, and an unwavering commitment to improving life chances. As a family of schools, we work closely together to support one another, sharing expertise and investing in our people so that every colleague can thrive and be the very best they can be in their role.

By joining Inspiring Primaries, you will become part of something bigger than a single school - you will be part of a supportive, forward-thinking community that places children and families at its heart. Every role within our Trust plays a vital part in shaping positive futures, and we recognise and value the contribution of every member of our team.

We are also proud of the role our schools play within their local communities. We strive to ensure that each school is not only a place of learning, but a valued and trusted asset that makes a meaningful difference to the lives of children and their families.

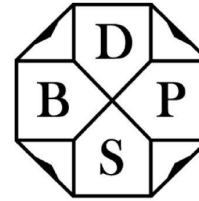
This is an exciting time to join us. We are looking for individuals who share our vision, our energy, and our commitment to excellence - people who are passionate about making a difference and who want to be part of a Trust that truly works together.

If this resonates with you, we would be delighted to hear from you and to welcome you into our community.

☎ 01455 552343

✉ enquiries@ipat.uk

📍 Inspiring Primaries Academy Trust,
Company Number 08540699, Registered
UK Address: Church Lane, Gilmorton,
Leicestershire, LE17 5EU



Our vision is to enable all to flourish and succeed.

Our guiding principles are:

- We will appreciate the trust placed in us in educating children, promoting their personal development and well-being.
- We will promote excellence, personal achievement and the realisation of each and every child's potential, irrespective of their gender, race, faith, ability or background.
- We will promote the pursuit of excellence by every person every day, celebrating performance inside schools and the wider world.
- We are committed to ensuring well disciplined, caring environments.
- We are committed to ensuring every school is a hub for the community it serves and is a source of immense pride.
- We are committed to providing high quality buildings and engaging classrooms with up to date technologies.

HLTA Job Description

Job Title:	Higher Level Teaching Assistant
Grade:	Equivalent to Leicestershire LA Grade 8
Initial Location:	Claybrooke Primary School, Claybrooke, Leicestershire
Responsible To:	School Leadership
Key Relationships / Liaison With:	School Leaders, Teachers, SENDCo, other support staff

Job Purpose:

A HLTA will work under the direction and supervision of a 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 (e.g. PPA provision) and/or on a more adhoc basis as part of the schools strategy for planned absences of up to 3 days. HLTA's may also undertake day-to-day management responsibility for TAs, LSAs and classroom volunteers; and contribute to policy and strategic development.

HLTA Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- 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 and achievement.
- 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.
- 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.
- To organise and manage learning activities in ways which keep learners safe.
- To promote and support the development of pupil's self-reliance, self-esteem and emotional resilience.
- To monitor and evaluate learner's progress using a range of assessment techniques, to provide focused support and feedback.
- To support the physical, intellectual, emotional and social development of pupils, contributing to planning and facilitating children learning and development.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- 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.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support your professional activities and to advance pupils' learning.
- To contribute to the selection, preparation and use of resources suitable for engaging children in planned and unplanned learning activities.

HLTA Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- 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.
- To invigilate or provide approved SEN support for internal and external tests and under formal conditions.
- To provide for and support children for whom English is an additional language.
- To assist with the maintenance and analysis of pupil record keeping systems, including recording agreed updates to individual records.
- To communicate as appropriate with parents and carers about the care and education of their children, as directed by the school.
- To supervise a whole class for not more than 3 consecutive days in the event of the unplanned absence of the teacher, ensuring that the pupils are engaged in work and activity as set by a teacher, and managing any behaviour issues that may arise in accordance with school policy.
- To advance the learning of a whole class for not more than 3 consecutive days in the event of the planned absence of the assigned teacher, ensuring that the pupils are engaged in appropriate learning activities and managing any behaviour issues that may arise in accordance with school policy.
- 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.
- 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.

HLTA Job Description cont.

Main Duties and Responsibilities:

MAIN DUTIES AND RESPONSIBILITIES include but are not limited to:

- To contribute to the development and review of policies and practices relevant to classroom support staff.
- To contribute to assessing and developing plans to meet the personal support needs of children with additional requirements, and assist in the implementation and evaluation of the plans.
- 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.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.*
- To provide toileting support to pupils as necessary. **
- To organise cover for absent colleagues (teachers or support staff), for planned and unplanned absences.
- To lead an extracurricular activity under the direction of the school but with limited direct supervision.
- To escort and supervise pupils on educational visits and out of school activities, ensuring their health, safety and well-being.
- To attend SLT meetings to input to inform relevant aspects of strategic development.

* first aid should only be provided by staff who hold appropriate first-aid qualifications. However, any member of staff may be required to provide general support to a child who is unwell or receiving first aid treatment.

** these duties only to be undertaken after appropriate risk assessment.

HLTA Job Description cont.

Special Factors:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore a **DBS enhanced check is an essential requirement.**

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.

Inspiring Primaries 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.

HLTA Person Specification

Aspect	Essential	Desirable	Evidence (Essential)
Safeguarding	<ul style="list-style-type: none"> Enhanced DBS clearance. Right to work in the UK. Unswerving commitment to implementing school / trust policies relating to the safeguarding of children. 	<ul style="list-style-type: none"> Attendance at safeguarding training. Ability to support, contribute to and further develop whole school approaches to safeguarding and promoting the welfare of children. 	<ul style="list-style-type: none"> Application form References Interview questions Required documentation
Qualifications	<ul style="list-style-type: none"> HLTA status (or QTS) <p>OR</p> <p>NVQ 2 in Supporting Teaching and Learning, or equivalent and the willingness to gain the HLTA qualification.</p> <ul style="list-style-type: none"> Level 2 qualifications in maths/numeracy and English/literacy. 		<ul style="list-style-type: none"> Application form Required documentation
Experience	<ul style="list-style-type: none"> Experience of supporting planning, evaluation and delivery of learning activities for children in a formal setting. 	<ul style="list-style-type: none"> Experience of first level line management. 	<ul style="list-style-type: none"> Application form References Interview questions

HLTA Person Specification cont.

Aspect	Essential	Desirable	Evidence (Essential)
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of child protection and health and safety procedures in a school setting. • Awareness of a range of frameworks that support the education, development and wellbeing of children. 		<ul style="list-style-type: none"> • Application form • Interview questions • References
Skills & Attributes	<ul style="list-style-type: none"> • Good interpersonal communication skills. • Ability and willingness to undertake professional development. • Empathy with children. • Ability to work effectively as part of a team. • Ability to manage pupil behaviour in accordance with school policy and procedure. 		<ul style="list-style-type: none"> • Application form • Interview questions • References
General Circumstances	<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. 		<ul style="list-style-type: none"> • Application form • Interview questions • References
Factors not already covered	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010. 		<ul style="list-style-type: none"> • Medical questionnaire

Ready to apply?

If our school and our Trust is right for you
then we want to hear from you!

To Book A Visit:

Ring **01455 209238** during school hours
and ask for Paul Rock, Head of School.

To Apply:

Visit the school website at

www.claybrooke.leics.sch.uk

or email **claybrooke@ipat.uk**

