



APPLICATION PACK

Early Years
Higher Level Teaching Assistant

Achieving Success Together





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WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Willowpark Primary Academy, a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our journey, then we are keen to hear from you.

Willowpark Primary Academy was inspected by Ofsted in May 2024 and were described as a welcoming school where leaders have high aspirations of teaching, behaviour and outcomes for their pupils and have a strong moral drive to ensure all pupils achieve their and overcome any barriers to their learning.

At Willowpark Primary Academy, we believe that learning should be engaging, purposeful and challenging. As a 2-11 Primary Academy, we educate and nurture every child, ensuring they acquire the knowledge, skills and attitudes they need to be successful in the future and enable them to make a positive contribution to their community. We are committed to ensuring the best possible education and care for our children and we are continually looking for ways to improve and develop what we do in order to ensure we are always improving and

'Achieving Success Together'.

We are looking for a passionate, energetic and dedicated candidate with a strong character and someone who has the ability to motivate and inspire our students to achieve their full potential. Most importantly we are keen to hear from candidates that are driven by a strong sense of purpose and the genuine ambition to help the academy drive standards and achieve our vision.

If this is a position that appeals to you, and you have the passion to make a positive impact on the life chance of our students, then we would very much like to hear from you.

If you wish to discuss any of the opportunities we have on offer, please contact us at info@willowparkacademy.org or call 0161 359 5699. We also invite you to visit our website www.willowparkacademy.org and our social media pages to learn more about Willowpark and the Trust.

Yours sincerely
Louise Hayes
Executive Principal

ABOUT WILLOWPARK PRIMARY ACADEMY

OUR VISION AND VALUES

Our **vision** is to maximise every child's potential to ensure we can say

"WE GAVE EVERY STUDENT THEIR PASSPORT TO SUCCESS."



At Willowpark Primary Academy, we are 'Achieving Success Together' and we work hard to ensure everyone in our academy achieves their full potential. This, alongside our core values of being Respectful, Responsible, resilient and Safe, underpin everything we do as an academy. We passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become successful citizens in the future.

WHY JOIN US

1. We have an amazing team of staff and students at Willowpark, who work hard for one another to maximise the progress we all make. There is a real sense of team spirit within our school – in a nutshell, it's a great place to work and learn!
2. There is a culture of high expectations that permeates through our school, with staff and pupils working hard every day to reach their potential.
3. Relationships within our Academy are strong, creating a positive and purposeful learning environment for all to succeed.
4. Behaviour and behaviour for learning within our academy is exceptional. Pupils have excellent attitudes to their learning and are eager and enthusiastic within their lessons.
5. In lessons, our pupils take pride in their work, show creative flair and rise to the high expectations and challenges presented to them.
6. There is a supportive and collaborative approach to our work within in the school, with all staff working towards to a shared vision for our Academy, pupils and community.
7. Enrichment opportunities sit alongside our broad and exciting curriculum to ensure pupils personal development is robust and is reflected in their day to day conduct and attitude within our Academy. Our pupils are thoughtful, reflective and can communicate their ideas effectively.
8. Pupils enjoy coming to school and the wide range opportunities available to them during their time with us.



[Video Link](#)

HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.

Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email

addresses if possible).

Do not enclose additional CVs.

Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.

Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Early Years HLTA (Higher Level Teaching Assistant)

Reporting to: Executive Principal/Head of School

Salary: Grade 6 – SCP 23-27

Term: Full time

Location: School Based

Purpose of the role

To complement the professional work of teachers by taking responsibility for agreed learning activities, including planning, preparation, and delivery for our pre school/nursery classes, and monitoring pupil progress and development in the Early Years Foundation Stage (EYFS).

PLANNING, TEACHING AND CLASS MANAGEMENT:

Teach allocated pupils by planning their teaching to achieve progression of learning through:

Identifying clear teaching & learning objectives and specifying how they will be taught and assessed

Design tasks which challenge pupils and ensure high levels of interest

Alongside colleagues, set appropriate and demanding expectations for pupils

Setting clear targets, building on prior attainment

Support SEND or very able pupils;

Provide clear structures for lessons maintaining pace, motivation and challenge;

Make effective use of assessment and ensure coverage of programmes of study;

Ensure effective teaching and best use of available time;

Monitor and intervene to ensure sound learning and discipline

Use a variety of teaching methods to:

- Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary.
- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, IT, and other sources;

Ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject/age being taught;

Evaluate their own practice critically to improve effectiveness;

MONITORING, ASSESSMENT, RECORDING, REPORTING:

Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;

Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving;

With support, prepare and present informative reports to parents.

CONTINUOUS DEVELOPMENT:

- To attend courses provided by organisations as and when appropriate and disseminate information.
- Attend CPD sessions/meetings as necessary in agreement with SLT.

OTHER PROFESSIONAL REQUIREMENTS

- Operate at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- Endeavour to give every child the opportunity to reach their potential and meet high expectations;
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school;
- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Liaise effectively with parents and governors.

GENERAL

- To promote Equality and Diversity ensuring that, specifics of gender, race, class, ability and disability are treated in a positive and no-discriminatory manner.
- To attend meetings with colleagues, parents and outside agencies as directed by the Head of school/Executive Principal.
- To adhere to safe working practices and to report any dangerous events or equipment to the relevant person.
- To carry out any other duties appropriate to the level expected of a HLTA relating to the efficient organisation of the school.
- To participate in appraisal processes as required.

SAFEGUARDING

- As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding.'
- Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury.
- It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

PERSON SPECIFICATION

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Relevant Experience

Experience working in a Early Years/school environment with children and young people - planning and delivering learning activities to whole classes/ groups.	E	A,I,R
Evidence and experience of raising standards and accelerating student progress.	E	A,I,R
Evidence of closely with parents, outside agencies and the wider community	D	A,I,R
Evidence of working well within a team.	E	A,I,R
Evidence of creating an engaging classroom environment, which stimulates pupils' interests and supports their learning.	E	A,I,R

Education & Training Attainments

Relevant qualification (HLTA qualification/Teaching qualification)	E	A
GCSE A*-C (or Grade 4+) in English and Maths	E	A
Evidence of continued professional development	E	A
Attendance at recent training/professional development	D	A

General & Specialist Knowledge & Experience

In depth knowledge of the Early Years curriculum and child development.	E	A,I
Strong phonic knowledge and the ability to use and apply effective techniques in developing pupils' phonic skills.	D	A,I
The ability to use and apply effective assessment techniques.	E	A,I
Ability to deploy a range of strategies for raising pupils' achievement.	E	A,I
Knowledge of safeguarding policies		A,I

Skills & Abilities

Set high expectations and standards as a role model for pupils.	D	A,I,R
Develop productive working relationships at all levels.	D	A,I,R
Inspire and motivate pupils and staff.	D	A,I,R
Work well as part of a team.	D	A,I,R
Seek advice and support where necessary.	D	A,I,R
Communicate and work effectively with all stakeholders and the wider community.	D	A,I,R

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Support a range of learners and abilities within the setting	D	A,I,R
Prioritise, plan and organise specific tasks.	D	A,I,R
Think creatively.	D	A,I,R
Anticipate and solve problems.	D	A,I,R
Listen to, and understand the views of others.	D	A,I,R
Communicate effectively, orally and in writing (including the ability to use ICT), to a range of audiences.	D	A,I,R
Good organisational and Time management skills	D	A,I,R
Ability to manage behaviours effectively.	D	A,I,R
Consult and negotiate to achieve specific objectives.	D	A,I,R
Contribute to meetings where appropriate.	D	A,I,R
Maintain good communication systems with the Head, Senior Leadership Team, other staff, Governors and parents.	D	A,I,R





SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.

Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.

Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



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Email: info@willowpark.spacademies.org
Website: www.willowparkacademy.org



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

Professional Development - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.

Pension – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

Wellbeing Benefits – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

Free Will writing service – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA

employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

Cycle to Work Scheme – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

Annual Flu Vaccinations – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

