



Abbey College

HLTA (Maternity Cover)

Recruitment Pack



Content

<u>About Abbey College Ramsey</u>	3
<u>A brief history of our Trust</u>	4
<u>Our Vision, Mission and Values</u>	5
<u>Why work for us</u>	6
<u>How to apply</u>	6
<u>Job description and Person Specification</u>	7



About Abbey College, Ramsey



Principal: Mr Andy Christoforou

At Abbey College, Ramsey, we believe in workplace, where your growth, both personally and professionally, is paramount.

We're committed to your development and offer an extensive programme of CPD and development activities.

We've earned the underlining our commitment to excellence and offering exceptional frameworks that support our teachers in their early years.

We know that our children at school. Our mission is to provide high-quality education and ensure the best possible opportunities for our students.

At the core of our community lies our Spirit; a dynamic set of virtues that define who we are and how we thrive together. We invite every member of our school community to work towards these values.

Students are recognised and rewarded when they demonstrate the virtues, both within the wider school and in the community.

Throughout Key Stage 3, students have the opportunity to earn bronze, silver, and gold awards. You have the chance to impart these values, ensuring our students wear their badges with pride when receiving them.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

Our Trust currently consists of 36 schools, 19 primary schools, 13 secondary schools, 3 special schools and 1 all-through. The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and

train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 36 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on MyNewTerm . Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date:

Interviews:

Applying:

For any questions about the application process please contact:

Email: oo'brien@abbey.college

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



Valuing People



High Quality
Learning
Environment



Pursuit of
Excellence



Extending the
Boundaries of
Learning



Achievement
for all

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Higher Level Teaching Assistant – (Maternity Cover)
JD Reference:	STD TA 05
School/Academy:	
Weeks:	39 Weeks
Hours of work:	32.5 Hours
Salary:	Grade 8
Responsible to:	Vice Principal

Role:	To support the teaching of students
Purpose of job:	To complement the professional work of Teachers and Headteacher by leading and delivering learning objectives to children and young people as directed

Responsibilities and Accountabilities:

Support for Students:

- Assess the needs of students using detailed knowledge and specialist skills to support learning and establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom whilst supporting students consistently, recognising and responding to individual needs. Post holder to encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, such as providing feedback to students in relation to progress and achievement
- Provide personal and intimate care to students including tasks associated with continence and menstrual management, washing, toileting and dressing if required

Support for Teachers:

- Organise and manage appropriate learning environment and resources, including teaching and learning objectives as planned by the Class Teacher Evaluate and adjust lessons/work plans as appropriate within an agreed system of supervision
- Monitor and evaluate student responses to learning activities through a range of strategies against pre-determined learning objectives.

Providing objective and accurate feedback to the Class Teacher as required

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Produce lesson plans, worksheet plans etc and administer and assess/mark tests and invigilate exams/tests

Support for the Curriculum:

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs whilst also delivering local and national learning strategies
- Make effective use of opportunities provided by other learning activities to support the development of student's skills. The post holder should use ICT effectively to support learning activities to develop students' competence and independence in its use
- Prepare prescribed resources following teaching planning, that is necessary to lead learning activities, taking account of students' interests and language/cultural backgrounds

Support for the School:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting concerns to an appropriate person
- Be aware of and support differences to ensure all students have equal access to learning opportunities, contributing to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise other Teaching Assistants

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and participate in Trust events and activities where possible
- Develop and maintain effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment
- Work / operate all equipment with Health and Safety & Welfare

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

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

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: February 2026

Person Specification Teaching Assistant – Higher Level	<p style="text-align: center;">Assessment Key: A = Application Form I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Level 3 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I
5	Experience of working closely with parents in successful home-school partnerships that support pupils' needs		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
6	Understanding of the education system	✓		A/I
7	A good knowledge of the SEND Code of Practice		✓	A/I
8	Understanding of how children learn	✓		A/I
9	Understanding of phonics, numeracy, and literacy development	✓		I
10	A sound grasp of the concept of inclusive practice	✓		I

11	Knowledge of the concept of confidentiality	✓		I
12	Awareness of child protection issues	✓		I
13	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
14	Skilled at making and sustaining positive relationships with children	✓		I
15	Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
16	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
17	Capable of planning intervention work, assessing the needs and achievements of children and maintaining appropriate records	✓		I
18	Excellent written and oral communication skills	✓		I
19	Ability to lead team meetings and line manage team members	✓		I
Personal Qualities		Essential	Desirable	Assessment
20	Willingness to undergo further training and development	✓		I
21	Positive and enthusiastic approach towards work	✓		I
22	Ability to act on own initiative	✓		I
23	Kindness and empathy towards students and colleagues	✓		I
24	Ability to establish a team and support its effectiveness	✓		I
Child Protection		Essential	Desirable	Assessment
25	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
26	Flexibility of working hours	✓		A/I