



Candidate Recruitment Pack

Higher Level Teaching Assistant Douglas Bader Academy -

Applications considered upon receipt

www.unityeducationtrust.uk

sselmi@dba.unity-ed.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

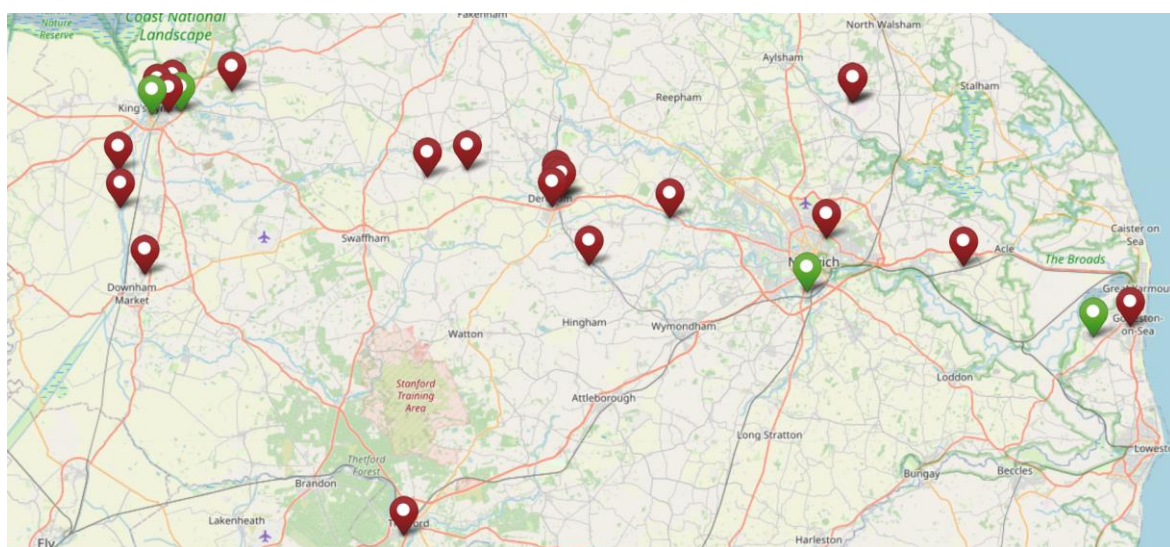
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our School – Pathfinder Douglas Bader

We provide a high quality education for pupils in Year Groups Reception to Year 11 (age 5 to 16) who have no mainstream school place. We have a number of sites spread across the county in order to ensure good local services for the schools and communities we serve. Across all our bases our pupils are at the centre of everything we do. We believe that every child is capable of great things and that each individual has the right to an excellent education.

The UET Pathfinder Douglas Bader Academy has a number of key functions. Primarily we provide education and support for young people who have been permanently excluded from school. The needs and profile of these young people vary tremendously but for all our pupils our role is to prepare each individual for the next step on their educational journey and to support them in making this a successful transition.

The UET Pathfinder Douglas Bader Academy is also an educational base for Children who are Missing Education. We provide education for children in Norfolk who are without a permanent school place until such time as their school place can be finalised. In this role we cater for a diverse population that includes those who are new to the county/ country as well as those with significant learning difficulties awaiting more specialist provision. In addition, we provide education and support for young people in Norfolk who are unable to attend school due to their medical needs. Again this is a wide and varied field that encompasses those with both physical and emotional ill health.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

HLTA

Job Details	
Job Title	HLTA
Location	UET Pathfinder school
Salary Range or Job Grade	Grade F
Responsible to	Responsible to the Headteacher or a Senior Teacher. Works to and with a qualified teacher on a day to day basis.
Effective Date	February 2024
Role and Context	
<p>Job Purpose:</p> <ul style="list-style-type: none"> ▪ Under an agreed system of supervision, take a lead role within the school to address the needs of pupils who need particular help to overcome barriers to learning and contributes to the school procedures. ▪ Promote good pupil behaviour, and deal promptly with conflict and incidents ▪ Have the ability to provide support for structured and agreed learning activities/learning programmes, taking into consideration pupils' learning styles. 	
<p>Context:</p> <ul style="list-style-type: none"> ▪ The Unity Education Trust is a 3-19 Multi Academy Trust sponsoring academies who work with some of the most vulnerable and challenging young people and mainstream primary, secondary and post 16 provision. ▪ Pathfinder Schools are responsible for provision and support for pupils temporarily out of school or at risk of exclusion. The establishment underpins the behaviour support continuum (working closely with Children In Need teams, Corporate Parenting teams and specialist NCC CS teams) and ensures education provision which can be sited in a variety of venues, as well as outreach work to support pupils both in schools as part of behaviour support and other settings as part of curriculum delivery and reintegration. The Pathfinder School has 5 locations at Danby wood, Douglas Bader, Rosebery, Hooper Lane and Brooklands each working with a cluster of schools and local alternative provision providers. 	
<p>Other Job Information (e.g. any special factors or constraints)</p> <ul style="list-style-type: none"> ▪ In addition to the responsibilities the job is required to: ▪ Liaising with teachers, teaching and classroom assistants, other staff, health professionals, education psychologists, parents, visitors and volunteers. 	

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
Undertakes the job description of a Higher Level Teaching Assistant (Special Educational Needs) at NVQ 3 level but to a higher level of expertise and using greater experience, and able to undertake or contribute to the development of strategies and policies and can work with greater freedom/initiative. Can deliver whole class learning on a short term basis to release a teacher for PPA or other non-contact time. The main additional responsibilities are set out below.	
Support for pupils	
Takes a lead role in managing and delivery pastoral support to pupils.	1
Undertakes comprehensive assessments of pupils to determine those in need of particular support.	2
Takes a lead role in provision of support for gifted pupils with special needs.	3
Takes a lead role in managing the speedy/effective transfer of pupils.	4
Support for teachers	
Manage liaison with feeder schools and other bodies to gather information.	5
Manages record keeping systems and processes.	6
Takes a lead role in the development and implementation and monitoring of systems relating to attendance and integration.	7
Support for the curriculum	
Actively seeks information regarding, and utilise the range of opportunities to provide support for pupils to improve their learning.	8
Support for the school	
Assists with the development of school policy such as child protection, health etc.	9
Takes responsibility for the provision of out of school learning activities within school guidelines and contributes to the identification and planning of such activities.	10
Undertakes other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.	11
Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Equivalent to NVQ Level 3; • Meet HLTA standards holding or willing to work towards an appropriate qualification. 	

Experience	
<ul style="list-style-type: none"> • Experience of working with pupils with additional needs and or challenging behaviour. 	
Skills/knowledge	
<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation; • Working knowledge of National Curriculum and other relevant learning programmes; • Understanding of principles of child development and learning processes and in particular, barriers to learning; • Ability to plan effective actions for pupils at risk of underachieving; • Understand range of support services/providers; • Ability to self-evaluate learning needs and actively seek learning opportunities; • Ability to relate well to children and adults; • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. 	
Physical attributes and other circumstances	
<ul style="list-style-type: none"> • Ability to physically fulfil the responsibilities of the post. • Willingness and ability to attend appropriate meetings and training. • Reasonable personal presentation. • Excellent punctuality 	

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at UET Douglas Bader Academy. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

- Salary – MRS Scale F Point 13 – Point 17 actual salary £24,887 – £26,564 (Full time annual salary £29,064 - £31,022)

This post is Scale F. Point 13 – Point 17. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 37 hours, Term Time + 1 week. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression

- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Soumaya Selmi, Head of School by emailing sselmi@dba.unity-ed.uk



Unity Education Trust
C/O Dereham Sixth Form College
Crown Road
Dereham
Norfolk
NR20 4AG