



High Level Teaching Assistant

RECRUITMENT PACK

You, Your School, Your World, Make the most of it!



ABOUT THE TENNYSON LEARNING COMMUNITY



Tennyson Road Primary is part of The Tennyson Learning Community, a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and standards.

We are proud to run one of the highest performing primary schools in the country – Tennyson Road Primary School, Luton – “Together, in strength and partnership” we are able to offer an outstanding school improvement model with a proven track record.

In return for your commitment and hard work we offer:

- A school team who will share your energy and enthusiasm.
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.

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|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------|
|  | HIGH QUALITY AND INCLUSIVE EDUCATION FOR EVERY CHILD WITHIN THE TRUST |  | MEASURED AND MUTUALLY BENEFICIAL GROWTH |
|  | HIGHLY EFFECTIVE PERSONAL AND PROFESSIONAL DEVELOPMENT |  | EFFECTIVE, WELL-INFORMED GOVERNANCE |
|  | SAFE AND SECURE ESTATES THAT SUPPORT LEARNING |  | STRONG, CONTROLLED AND SUSTAINABLE FINANCIAL MANAGEMENT |



WELCOME FROM THE HEAD OF SCHOOL



We pride ourselves on being a forward thinking, fully inclusive school. We strongly believe in supporting every child to reach their full potential and provide high quality support and interventions as part of a child's learning journey here.

Our school motto is *"You, your school, your world, make the most of it!"* and we firmly believe that working closely with pupils, parents and carers is key to positive outcomes for our pupils, helping them to leave our school equipped and ready for secondary education and the demands of modern life.

Children take part in engaging and exciting lessons and activities. Visitors and events such as drama workshops and artists are regularly welcomed to school to enhance and enrich our pupils' learning opportunities further.

We fully believe that children who are interested, challenged and engaged will learn more. We aim to provide an excellent education for our pupils together with parental support through a strong home school relationship. Children also learn about today's society and the importance of diversity and to respect others regardless of ability, gender, ethnicity, sexuality or religion.

It is a great privilege for us to have the opportunity to lead a team of talented, professional, and dedicated staff who aim to create a primary school in which every pupil flourishes in a caring, happy environment.

OFSTED – June 2024

The school is aspirational for pupils' personal development. Leaders take care to think about the cultural and social experiences they want pupils to have."

"Pupils thrive at this inspirational school. They progress exceptionally well from their starting points."

Carla Gotch

Head of School

Tennyson Road Primary School



JOB DESCRIPTION

| | |
|-------------------------|--------------------------------------------------------|
| Job Title | HLTA |
| Status | Permanent |
| Working Hours | 33.75 hrs per week - Term time only |
| Grade | L6 21-25 |
| Salary | £33,143 - £36,363 (Annually actual, £25,930 - £28,449) |
| Location | Luton - LU1 3RS / LU1 3BZ |
| Start Date | As soon as possible |
| Reporting To | Head of school |
| Disclosure Level | Enhanced |

OVERALL RESPONSIBILITIES

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools' policies and procedures.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- To provide feedback to pupils, the SENDco and the class teachers.
- Be familiar with lesson plans, IEP targets and learning objectives.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom
- Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, always maintaining sensitivity and confidentiality.
- To follow all Health & Safety, safeguarding and GDPR requirements



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Enhanced DBS
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

EQUALITY, DIVERSITY AND INCLUSION

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability to meet the requirements of the post.

Tennyson Road Primary is an inclusive employer and are committed to making reasonable adjustments where appropriate. The school holds the Inclusion Quality Mark, IQM, and has been recommended as a centre of excellence.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

HEALTH AND SAFETY

- To be responsible for following Health and Safety requirements in line with school and trust policies and procedures

GDPR – DATA PROTECTION

- To be responsible for following GDPR requirements in line with Trust/School policies and procedures

TRAINING AND DEVELOPMENT

- To participate proactively in training and professional development including qualifications required for the job role



OTHER

This job description will be supported by the school improvement plan which may identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the Trust/school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

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

NEXT STEPS

Please review the Person Specification carefully before applying for the role.

If you require these documents in any other format, or have any other accessibility requirements, please contact us on hr@tennysonroad.school

Our application process is accessed by applying through [Tennyson Learning Community, Luton, Bedfordshire | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the school for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.



PERSON SPECIFICATION – HIGH LEVEL TEACHING ASSISTANT

| Job title: Teaching Assistant | | Grade: L3 SCP 6-8 | |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------|
| Requirements | | Essential (E) Desirable (D) | Identified by: Application Form (AF), Reference (R), Interview (I) |
| Qualification and experience | A good standard of Numeracy and both written and oral English. | E | AF |
| | GCSE/O Level or equivalency in basic Maths and English | E | AF |
| | Qualifications or prior training linked to education, child development, counselling and/or special educational needs (e.g. Cache, NVQ, Autism training etc.) | D | AF |
| | Some experience of working in an educational setting | E | AF/R/I |
| | HLTA qualification | E | AF |
| | Experience of working with children with a range of SEND | E | AF/I/R |
| Skills, knowledge and abilities | Knowledge of how/when best to intervene in children's learning in order to help them progress. | E | AF/I |
| | A good understanding of child development and learning. | E | AF/I |
| | Understanding relevant policies/code of practice and awareness of relevant legislation. | D | AF/I |
| | General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. | E | AF/R/I |
| | Good interpersonal and communication skills (both written and verbal) | E | AF/I |
| Personal qualities | A strong motivation to work with children and young people, forming appropriate relationships with staff and pupils whilst maintaining personal and professional boundaries. | E | AF/I |
| | Be presentable in appearance, following the dress code at all times. | E | AF/I |
| | Be open and committed to CPD | E | AF/I |
| | Support the school ethos of 'every child can' and foster and develop approaches that encompass this. | E | AF/I |

OUR OFFER

The Tennyson Learning Community seek to appoint colleagues who share in our values and belief that **“Every Child Can”**.

We recognise that to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have the following in place for all staff:

- Continuous professional learning
- Embedded initiatives to support with reducing staff workload.
- A strong supportive environment with dedicated line management structures and clear communication channels.
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health.
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future.
- Wide range of family friendly policies in place for staff.
- Recognising national terms and conditions for staff.
- Teachers and Local Government pension schemes.

