



Job Application Pack



Higher Level Teaching Assistant

Academy:	Mount Hawke Academy
Salary:	F Grade
Contract Details:	Permanent Full time Term Time Only
Closing Date:	Thursday 29 th June 2017
Start Date:	September 2017



Aspire Academy Trust

Aspire Academy Trust is a Multi Academy Trust, comprising of a group of primary Academies. We have joined together in a unique and exciting partnership that raises aspiration and achievement through ensuring better provision, richer resources, and higher standards for all our pupils. The trust is fully committed and focused on continuous school improvement and outstanding leadership.

Aspire is a successful, compassionate, effective, and focused educational charity that attains to the highest standards of professionalism. It guides, challenges, and supports 21 diverse academies. It puts children first, looking to provide them with a truly outstanding, world-class education. Its drive towards achieving these goals is provided by some of the finest and most skilled Primary practitioners and leaders in the county and country.

Health & Wellbeing

Aspire Academy Trust is committed to being a mindful organisation that actively values the Health and Wellbeing of everyone in it. This is an inviolable truth that must inform everything we do, and every policy we have. We are striving to make it so.

Every individual has a right to:

- Mental, emotional, social and physical wellbeing.
- Experience personal achievement.

Aspire is dedicated to ensuring these rights are delivered. Aspire recognises that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies. Health and Wellbeing strategies are opportunities to advance the Aspire workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce. Health and Wellbeing is core to a first class academy workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Aspire Academy Trust that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training



Our Trust is committed to providing employee benefits that motivate and reward our employees.

Our benefits include:

- A competitive salary
- You will be eligible to join the local government pension scheme/Teachers pension scheme
- You will join our Aspire staff incentive scheme
- Family friendly policies
- Continued professional development
- Bike to Work scheme
- Childcare Voucher scheme
- Eye care scheme

Application Details

Thank you for your interest in this vacancy with Aspire Academy Trust. Further details of the post are included in this pack.

How to Apply

Application forms can be accessed through www.aspireacademytrust.org or if you would like a paper copy please phone 01726 438402.

Completed application forms can be emailed to jobs@aspireacademytrust.org or returned via post to:

- Unit 11
St Austell Business Park
Carclaze
St Austell
PL25 4FD

Please note that we do not accept CVs.

Interview

The interview date for the role is the 6th July 2017. If you have not heard from us within 2 weeks of the closing date, please assume that, on this occasion, your application has not been successful.

References

References will be requested if your application and interview are successful. All offers are subject to satisfactory references.

Safeguarding

Aspire Academy Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

JOB DESCRIPTION

Job Title:	Higher Level Teaching Assistant
Responsible to:	Head of School, Executive Principal and Hub Council
Direct supervisory responsibility:	None
Indirect supervisory responsibility:	None
Important Functional Relationships:	Teachers, Pupils, Parents, Support staff, and other Aspire colleagues.

Main Purpose of job:

- Be responsible in supporting the work of teachers for the learning and achievement of all pupils in the class ensuring equality of opportunity for all
- Be responsible for delivering agreed learning activities for pupils; achieving the highest standards in work and conduct

Teaching and Learning

- To assist the teacher in the planning of work programmes for individuals and groups of pupils. To work within a framework set by the teacher, ensuring involvement in the lesson and feedback to pupils and colleagues is appropriately planned.
- To produce lesson plans, worksheets etc. as agreed with the teacher.
- To deliver learning activities to pupils as agreed with the teacher, adjusting activities in accordance with pupils' needs.
- To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes within the agreed system of supervision.
- To deliver parts of the lesson and carry out pre-determined educational activities and work programmes whilst promoting independent learning, as agreed with the teacher.
- To provide detailed feedback to teachers with regard to pupils' progress and responses to learning activities and to produce reports on pupils' progress and achievements as required.
- To assist teachers in making smooth transitions between educational phases for pupils.
- To support the teacher in the assessment of pupils' progress through feedback of observations of pupils.
- To encourage pupils to interact and work co-operatively with others and to engage all pupils in learning activities.
- To assess, monitor and record pupils' progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of pupils to the teacher or Head of School as appropriate.

- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To promote pupils' independence and employ strategies which recognise and reward pupils' self-reliance.
- To encourage social integration and individual development of pupils. To develop methods of promoting and reinforcing pupils' self-esteem.
- To provide feedback to pupils in relation to all forms of progress and achievement.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

General:

- To ensure that pupil needs are prioritised and to have a clear sight of how this role impacts on the pupils of the academy and the Trust at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To contribute towards the ethos of the Aspire Academy Trust and become a proactive member of staff.
- To network, communicate, support and work with other Aspire staff within the Trust and to attend meetings and training when required.
- To be aware of and adhere to all applicable rules, regulations, legislation and procedures including all Aspire policies, Safeguarding & Child protection policies and procedures, Equal Opportunities Policy and Code of Conduct, Health and Safety, Data Protection.
- To undertake other duties appropriate to the post as required.

PERSON SPECIFICATION

Job title: Higher Level Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	Demonstrates practical knowledge, skills and experience of working with pupils within a learning environment.	Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups.	Application form. Interview.
Education & Training	Attainment of GCSE's grade C/ NVQ level 2 or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy).	Meet the HLTA standards through completion of the recognised HLTA training and assessment routes.	Application form.
Special Knowledge & Skills	Demonstrates competent listening & communication skills. Displays ICT skills; Ability to support learning through ICT. Working knowledge of implementing relevant learning programmes. Practical skills relating to planning and utilising individual learning programmes.		Application form. Interview.
Any Additional Factors	Self-motivated, able to lead and motivate a team.		Interview.

	<p>Ability to work to deadlines and methodical approach to work.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p>		
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Special Conditions related to the post

Aspire Academy Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
- Receipt of two satisfactory employer references one of which must be from your current or most recent employer
- Satisfactory verification of relevant qualifications
- Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

This job description and person specification was correct at the time of writing but may be subject to change and development according to the prevailing needs of the Aspire Academy Trust

Prepared by: Aspire Academy Trust

Date: June 2017