

North Worcester Primary Academy



Application Pack

Higher Level Teaching Assistant (HLTA)

September 2024



Higher Level Teaching Assistant (HLTA) Job advert

Permanent

30 hours a week

Term Time + TED days

Salary: TA4 (19-22) £21,776 - £23,454

Start Date: 2nd September 2024

We have an exciting opportunity for an excellent, experienced HLTA to join the team at North Worcester Primary Academy. The successful candidate would be expected to teach classes across the primary range, so should have strong literacy and numeracy skills and experience of working with children in an education setting. A candidate with a particular area of expertise is especially welcomed, e.g. Early Reading, Science, Music, SEND, mental health and wellbeing - please state this on your application form.

North Worcester Primary Academy is an impressive free school run by the highly regarded Rivers C of E Academy Trust, specialists in early years and primary provision. Since opening in 2019, our enthusiastic staff have worked hard to create a safe and inclusive school where children feel happy and are excited to learn. We are Ofsted rated 'good' in all areas (February 2024). We are proud that our staff enjoy working at North Worcester and that this was acknowledged by Ofsted: "Staff are overwhelmingly positive about working at North Worcester Primary. They feel supported and valued." We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; state-of-the-art IT facilities, robotics, class sets of iPads and specialist rooms for practical activities such as music, IT and cookery.

We offer a varied curriculum which puts sustainability at its heart and is designed to challenge all abilities, giving our pupils the right tools to prepare them for the next stage of their life. Our school has a friendly atmosphere, which is reflected in happy children who thrive in a safe and positive learning environment.

We are part of the highly successful Rivers C of E Academy Trust. We are a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 800+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

We are looking for someone who can:

- utilise advanced skills and curriculum knowledge to prepare high quality teaching sessions.
- complement our teachers' delivery of the national curriculum and contribute to the development of a subject area including policies and strategies.
- successfully plan, teach and assess whole classes.
- be flexible and adaptable when working with a range of colleagues and pupils.
- has a commitment to ensuring that every pupil achieves the best that they possibly can,
- has high expectations in all areas of school life.

Skills we are looking for:

- has the ability to work as part of a supportive and enthusiastic team
- has the enthusiasm and the ability to inspire children and colleagues,
- has a commitment to continued professional development,
- is highly motivated and organised,
- has high expectations of self and others; the desire and ability to make a difference
- is committed to promoting the vision and core values of the school.

North Worcester Primary Academy can offer:

- a thriving new school,
- vibrant and stimulating indoor and outdoor learning environments,
- happy and friendly children with excellent behaviour,
- supportive and committed parents,
- a dedicated and hardworking staff team and
- a well-structured and forward-thinking curriculum framework
- an opportunity to work within a successful school with an outward looking MAT
- a commitment to high quality CPD.

Applicants are invited to submit applications on the Rivers Teaching Application Form available on our website [North Worcester Primary Academy - Vacancies](#). Please state your experience and strengths on the application form, including subjects you have led or have expertise in.

Closing Date: 13th May 2024, 12 noon.

Interviews: 16th May 2024

(Please note that only applicants who have been short listed will be contacted by the school).

The school and Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful application will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

HLTA Job Description

Job title: Teaching Assistant (HLTA)

Salary Range: TA4 (19-22)

Contract: Permanent, 30 hours a week, Term Time + TED days

Line of Responsibility: Responsible to Headteacher

Direct staff reports: none

Our People Values:

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of schools **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety
- We expect our staff to: deliver high quality performance for our children; have a positive and proactive approach; be passionate about learning and CPD; listen to and work collaboratively with others; and engage in school and Trust life.

Key Purpose:

The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole class and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

To be responsible for the management and development of a specialist area within the school and management of other teaching assistants including allocation and monitoring of work and training.

Main Activities:

Supporting the pupil

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
- To assist pupils in making progress across all subject areas.
- Working with pupils on an individual or group basis as required by the class teacher.

- Assist in offsite visits
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
- Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
- Acquaint themselves with the support materials in and around the school for individual pupil or group use.
- Assist the teacher in developing a supportive and trusting relationship with other adults and children.
- Promote and reinforce pupil self-esteem through praise and encouragement.
- Be sensitive to the general welfare and care of all pupils within the school, drawing areas of concern to the attention of the class teacher.
- Meet the physical and/ or hygiene needs of pupils as required.
- Act as support worker for children with Emotional and Behavioural difficulties.
- Support children at lunchtime.

Supporting the teacher.

- Have access to the planned teaching and learning activities for the class.
- Record pupil progress to inform future planning for coverage of the national curriculum.
- Assist the teacher in evaluation of work undertaken and help plan future progress for identified pupils.
- Help with reasonable requests for preparation of materials to support teaching and learning.
- Assist with reasonable requests for minor administrative tasks e.g. photocopying and laminating.
- Under the direction of the class teacher, ensure a safe environment is maintained within the classroom/ school for all pupils.

Supporting the school

- Attend training when appropriate and after consultation with the headteacher/teacher.
- Be aware of and support all the schools policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
- After negotiation with the teacher/Headteacher, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
- Perform any reasonable duties as requested by the headteacher/teacher.

Leadership and Management

- Act as a Team Leader and Supervisor for Teaching Assistants.
- Responsibility for the supervising of day-to-day housekeeping of Teaching Assistants.
- Attend teaching staff briefings and disseminate relevant information to Teaching Assistants.
- Responsible for organising regular team meetings/briefings for Teaching Assistants.
- Lead in the planning, preparation and assessment of daily PPA sessions supporting other groups of Teaching Assistants.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

HLTA Person Specification

Criteria	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • HLTA qualification • Experience in working in a school setting 	<ul style="list-style-type: none"> • Evidence of further CPD • First Aid trained • Team Teach trained
Skills and knowledge	<ul style="list-style-type: none"> • Ability to work independently • Ability to use own initiative • Good understanding of safeguarding issues • Excellent practitioner 	<ul style="list-style-type: none"> • Good understanding of the new National curriculum • Safeguarding training undertaken • Offsite visit trained • EYFS Experience

About Our School

It is a pleasure to welcome you to North Worcester Primary Academy. We are an impressive free school run by the highly regarded Rivers C of E Academy Trust, a multi-academy trust, specialists in early years and primary provision.

Situated within walking and cycling distance of Perdiswell, Northwick, Claines and Fernhill Heath, we have no catchment area and intake children from as far as Droitwich and Warndon Villages.

We are currently in a 'growth phase' so we are able to offer places in our current pre-school, Reception, Year 1, Year 2, Year 3, Year 4 and in the 2024-2025 academic year, Year 5 cohort. We are a two-form entry school.

Since opening in 2019, we have developed an excellent learning environment. Our enthusiastic staff work hard to create a safe and inclusive school where children feel happy and are excited to learn. In February 2024 we had our first Ofsted report and we were judged 'Good' in all areas. This is a fantastic achievement for our school community and a testament to the hard work and passion everyone has in ensuring the children we serve flourish and have the very best experiences.

We offer a large, vibrant learning space; extensive grounds, including two forest school areas and an all-weather, artificial grass sports field; immersive room, full-class sets of iPads and specialist rooms for practical activities such as music, dance and cookery.

We understand that our parents want more than just academic achievement. We offer an exciting and varied curriculum designed to be ambitious for all and give our pupils the right tools to prepare them for the next stage of their life.

North Worcester Primary Academy operates as a 'faith ethos' community school, welcoming families from all faiths and no faith, drawing from the distinct [STARS values and vision](#) of the Rivers C of E Academy Trust, 'Love – Learn – Live'.

We are proud to be part of the Rivers C of E Academy Trust, a family of 16 thriving schools and pre-schools within Worcestershire and Sandwell, which all benefit from a wealth of teaching and learning expertise associated with a well established multi-academy trust.

Our doors are always open and we are happy to show visitors around our beautiful new building and school grounds.

Virtual Tour

Please click on the link below to view our virtual tour.

[North Worcester Primary Academy - Welcome Video](#)

The Rivers Multi Academy Trust

When you join North Worcester Primary Academy you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 800 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working.

Contact Details

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