HLTA

Application Pack

Mark Hall Academy,

Harlow, Essex

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We’re on a mission

01. About Academy

Transformation Trust

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



Mark Hall Academy is part of the Academy Transformation Trust family of academies.

Rated as ‘Good’ by Ofsted in June 2016, at Mark Hall Academy, our motto ‘Aspire, Endeavour Achieve’ encompasses our determination to succeed. This is based on both our pupils and staff having self-belief and drive alongside traditional values of hard work, discipline and respect.

We believe there’s nothing more important than providing our young people with the best possible education to give them the opportunity to succeed in their future lives.

Across the academy, we have a ‘can do’ culture with high expectations on standards, a firm emphasis on good behaviour and an ethos built on the basics of smart uniform, attendance, punctuality and excellent manners.

Our results and achievements

* One of the most improved schools in Essex as of September 2015 (Director of Education for Essex)
* A 2016 Progress 8 score of 0.09 which is above national average
* Results in English Language continue to rise and now stand at 79 per cent A\*-C

02. Mark Hall Academy

Information

To find out more, please visit www. mha.attrust.org.uk

03 – Job Description

**Job Description**

**Higher Level Teaching Assistant**

Academy Transformation Trust believes that all children should receive a first class education and are well prepared for their life ahead academically, personally, emotionally and professionally. We are committed to our responsibility to support, challenge and guide our academies and their staff to ensure success.

**Job Purpose:**

To lead Teaching Assistants in maintaining the support to vulnerable pupils.

**Responsible to:** SENCo.

**Responsible for:**

* providing support to special educational needs (SEN) pupils as directed by the SENCo or Assistant SENCo. This could be classroom support for nominated pupils in classroom situations under direction of the class teacher
* providing 1:1 support under direction of the SENCo.

**Specific Responsibilities:**

**Support to Pupils**

* participation in the integration of children with special needs into the mainstream from information provided by the SENCo
* where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Principal, or other designated member of staff
* \*specialist language support to individuals/ groups where English is not the first language
* facilitate the pupils development and skills in the use of resources including IT
* maintain pupils’ interests and motivation
* assisting pupils with dress/ changing for activities/ personal hygiene if needed
* support individual/group work across the curriculum to raise levels of achievement
* care and welfare of pupils
* escorting pupils around school premises/and take home in emergency situations
* \*specialist support to pupils in line with a Statement of Special Needs or planned provision. (IEP/ISP)

**Person Specification:**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| Qualifications | Have a HLTA status or qualified teacher experience  Be able to demonstrate levels of numeracy and literacy to GCSE A-C | Other relevant qualifications e.g. foundation degree in education  NVQ in supporting teaching and learning |
| Experience | Working with pupils in an academy/school for a minimum of 3 years  Working with children with SEN/EAL  Teaching individuals, groups and whole classes | Leading and managing other support staff  Training or expertise in a relevant curriculum or other learning area e.g. ICT, maths or literacy |
| Knowledge and understanding | HLTA standards 8-16  Relevant Trust policies, code of practice and legislation including safeguarding  The national curriculum particularly literacy and numeracy | Multi-agency working  First aid |
| Skills | Have effective oral and written communication skills  Form effective professional relationships including team working  Have good organisational and time management skills  Have good ICT skills  Demonstrate the HLTA standards 17-33  Plan effective activities for pupils at risk of | Use coaching and mentoring skills with adults and pupils  Demonstrate leadership and line management skills |



05. How to apply

Mark Hall Academy,

Harlow, Essex

Hours: 32.50 per week for 39 weeks of the year.

Salary: Band 4 whole range – 26-34

Starting pro rata salary £18,045 per annum.

Closing date: 21st May 2019 @16.00

Interviews: Will be on a rolling basis

Start Date: Negotiable

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01279 866280.

Applying

Please apply by visiting

www.academytransformationtrust.co.uk/vacancies



Address:

Academy Transformation Trust

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Jewellery Business Centre

95 Spencer Street

Birmingham

B18 6DA

Visit:

academytransformationtrust.co.uk

Call:

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Email:

office@academytransformation.co.uk

@AcademyTrust

Forward as one.

Improving Education Together.