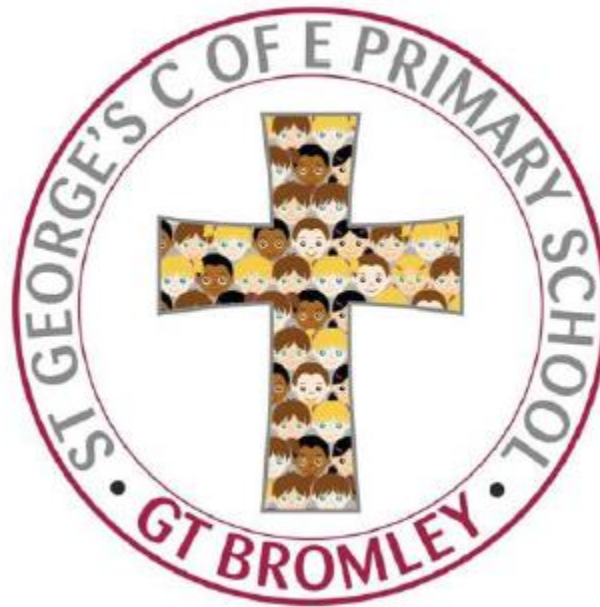


*St. George's Church of England Primary School*

*Learning for Life*



**HLTA**

**RECRUITMENT PACK**

**SEPTEMBER 2021**



## HLTA Recruitment Pack

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## *St. George's Church of England Primary School*

### *Learning for Life*

Headteacher – Mrs R Keitch

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#### **Dear Applicant,**

Thank you for your expression of interest in the post of HLTA. I am delighted to have this opportunity to provide you with some details about our school and to describe the kind of person we hope to appoint to this position.

I am very proud to be Headteacher of St George's C of E Primary. Our children are hardworking, enthusiastic and friendly and the staff are dedicated to doing the very best for every child. We aim to provide an environment which is both nurturing and challenging, encouraging all members of the school community to be the best they can be. We know that each child is an individual. We take the time to listen and get to know every pupil so that we can support them in the best possible way.

The post of HLTA is a key appointment for our school. For part of the week, you will be responsible for leading whole class lessons across the school, working alongside our hardworking Learning Support team. You will also provide learning support within a Key Stage Two classroom, working with individuals and groups under the guidance of the class teacher.

We welcome applications from experienced Learning Support Assistants, preferably qualified HLTAs. We are looking for someone confident and adaptable who enjoys variety and challenge in their work and who is keen to be an active part of our school community.

We would love to show you around our school and share more information about this opportunity – please come and meet us! Please phone or email to arrange an appointment.

I hope that you find the information in this pack helpful. I very much look forward to meeting you to tell you more about our school and answer any questions you may have. Thank you very much for your interest in our vacancy and for taking the time to read this letter.

Yours sincerely

**Mrs R Keitch**

**Headteacher**



## HLTA

<b>Job Title:</b>	HLTA	<b>Reporting to:</b>	Headteacher
<b>Salary:</b>	Local Government Pay Scale 6 Actual salary £13,692.04 - £15,116.61	<b>Responsible for:</b>	In-class support and whole class instruction
<b>Hours:</b>	27.5 hours per week (Monday – Friday 8.30am – 3.00pm with one hour lunch break)	<b>Starting Date:</b>	As soon as possible
<b>Closing Date:</b>	22 <sup>nd</sup> September 2021 midday	<b>Interview Date:</b>	w/b 27 <sup>th</sup> September

### Job Description

<b>Job Purpose</b>	<p>Provide learning activities for classes and groups under the professional direction of a qualified teacher.</p> <p>HLTAs will prepare and deliver whole class lessons and report back to teachers regarding children's progress and attainment.</p>
<b>Principal Accountabilities</b>	<p>Use teaching and learning objectives to plan challenging teaching and learning activities</p> <p>Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning</p> <p>Deliver learning activities to pupils, adjusting activities according to pupil responses / needs.</p>
<b>Duties</b>	<p><i>SUPPORT FOR TEACHERS</i></p> <ul style="list-style-type: none"> <li>• Organise and manage an appropriate learning environment</li> <li>• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives</li> <li>• Provide accurate feedback and reports as required on pupil achievement, progress and other matters</li> <li>• Be responsible for recording progress and achievement in lessons/activities systematically</li> <li>• Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence</li> <li>• Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.</li> </ul> <p><i>SUPPORT FOR PUPILS</i></p> <ul style="list-style-type: none"> <li>• Establish productive working relationships with pupils, acting as a role model and setting high expectations</li> <li>• Promote the inclusion and acceptance of all pupils within the classroom</li> </ul>



	<ul style="list-style-type: none"> <li>● Support pupils consistently whilst recognising and responding to their individual needs</li> <li>● Encourage pupils to interact and work co-operatively with others and engage all pupils in activities</li> <li>● Promote independence and employ strategies to recognise and reward achievement of self-reliance</li> <li>● Provide feedback to pupils</li> </ul> <p><i>SUPPORT FOR THE CURRICULUM</i></p> <ul style="list-style-type: none"> <li>● Use ICT effectively to support learning activities and develop pupils' competence and independence in its use</li> <li>● Select and prepare resources to lead learning activities, taking account of pupils' interests and language and cultural backgrounds</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>● Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person</li> <li>● Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>● Embrace the ethos and values of the school</li> <li>● Establish constructive relationships with staff, pupils and parents. Communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils</li> <li>● To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>● The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>



## Person Specification

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful recent experience working with children in a learning environment  Meet Higher Level Teaching Assistant standards  Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid  Understand classroom roles and responsibilities and your own position within these  Full working knowledge of relevant policies/codes of practice/legislation
	Literacy	Excellent reading and writing skills equivalent to at least NVQ Level 2
	Numeracy	Excellent numeracy skills equivalent to at least NVQ Level 2
	Technology	Full working knowledge of ICT to support learning
<b>Communication</b>	Written	Ability to write complex reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously  Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes  Good working knowledge of specialist curriculum area(s) if appropriate



		Good understanding of statutory frameworks relating to teaching
	Child Development	Excellent understanding of child development and learning processes  Ability to assess and record progress and performance and recommend appropriate strategies to support development  Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Work effectively as part of a team and contribute to school improvement  Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
<b>Responsibilities</b>	Organisational skills	Good organisational skills  Ability to remain calm under pressure  To be flexible  Follow instructions accurately  Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively  Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety



	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role  Constantly improve own practice/knowledge through self-evaluation and learning from others

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.