



**Knowles Primary School**  
has an opportunity for a  
**Higher Level Teaching Assistant (HLTA)**

To start March 2024, 33.5 hours per week 39 weeks per year  
Salary £21,251 (Grade H .14 - £27,334 pro-rata)

This is an exciting opportunity for a talented and committed HLTA to work with our Year 5 children to achieve exceptional outcomes. You will be expected to support the class teacher in the mornings and lead the class for the afternoons.

Knowles is an incredible school, recently rated Good by Ofsted with Outstanding judgements in Personal Development, Behaviour & Attitudes, Leadership and Early Years.

We have a dedicated, hard working and friendly team who put children first and ensure they are happy, safe and confident. Our shared values at Knowles support us to think about the kind of people we aspire to be and the education we aspire to.

We have an exceptional, happy, caring and safe environment in which children flourish; develop self-confidence and independence; are considerate and show respect for others. At Knowles, our children work hard; have a positive attitude to learning and become confident in their own ability. We are continuously seeking excellence for all children.

Visits to the school are warmly welcomed

**We are looking for:**

- A successful HLTA who is able to raise and sustain high standards
- Someone who has excellent interpersonal skills with pupils, staff and parents
- A HLTA who is able to enthuse and inspire children
- Somebody who can contribute to a dynamic and hardworking team
- A HLTA who is committed to safeguarding our children and promoting the welfare of our students

**We can offer you:**

- The opportunity to make a real difference to children's education
- Children who are happy and proud to attend school
- A professional and caring atmosphere
- The opportunity to work with a clear values system, with pupils whose behaviour and attitudes to learning are recognised as a strength of the school.
- A well planned curriculum with high quality resources that support with planning and delivery; including a suite of well resourced subject specific teaching spaces
- A friendly and supportive staff who are driven and motivated by school improvement

Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### **How to apply**

Please ensure your application form and covering letter includes examples of how you meet the criteria outlined in the job description and person specification. Further information can be found on our website:

<https://www.knowlesprimaryschool.org.uk/vacancies>. Completed applications should be sent to Jane Day

E: recruitment@kpsmk.uk, tel: 01908 377833.

Closing date: 9.00am, Monday 26th February 2024

Interview date: Thursday 29th February 2024



## HLTA Job Description and Person Specification

### Main purpose

The HLTA will:

Work with class teachers to raise the learning and attainment of pupils

Promote pupils' independence, self-esteem and social inclusion

Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

### Duties and responsibilities

#### Teaching

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate, direct the work, where relevant, of other adults in supporting learning

#### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

### **Working with Staff, Parents, Carers and Other Professionals**

- Working with staff, parents/carers and relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health & Safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

## Person specification

Criteria	Qualities
<b>Qualifications and experience</b>	<p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</p> <p>First-aid training, or willingness to complete it</p> <p>Experience working in a school environment or other educational setting</p> <p>Experience working with children / young people</p> <p>Experience planning and delivering learning activities</p> <p>Experience of planning and leading teaching and learning activities (under supervision)</p>
<b>Skills and knowledge</b>	<p>Good literacy and numeracy skills</p> <p>Good organisational skills</p> <p>Ability to build effective working relationships with pupils and adults</p> <p>Skills and expertise in understanding the needs of all pupils</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</p> <p>Excellent verbal communication skills</p> <p>Active listening skills</p> <p>The ability to remain calm in stressful situations</p> <p>Knowledge of guidance and requirements around safeguarding children</p> <p>Good ICT skills, particularly using ICT to support learning</p> <p>Understanding of roles and responsibilities within the classroom and whole school context</p> <p>Understanding of effective teaching methods</p>

	<p>Knowledge of how to successfully lead learning activities for a group or class of children</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice</p> <p>Add any other skills and knowledge needed</p>
<p><b>Personal qualities</b></p>	<p>Enjoyment of working with children</p> <p>Sensitivity and understanding, to help build good relationships with pupils</p> <p>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p>

Notes:

This job description may be amended at any time in consultation with the postholder.