

St Anselm’s Catholic Primary School

Dartford

**HLTA Information for applicants**

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**The Parish School of St Vincent’s**

# HLTA Start date: ASAP

**Salary: KR 6**

Thank you for your interest in this post at St Anselm’s Catholic Primary School.

We are looking for an HLTA with excellent communication, literacy, and numeracy skills to work across our school. The role is to support children in their learning in order to enable them to, close gaps in learning, make accelerated progress and achieve their full potential. This is a full time, fixed term contract (1 year) post.

The successful candidate will have the ability to ‘inspire our children to aspire,’ teaching a curriculum designed to unlock their potential and help them to become life-long learners. They will also be committed to raising standards and taking part in the full life of the school.

This post offers the opportunity of working in a friendly and supportive school with an ideal opportunity to continuously develop their practice. In order to clarify the type of person we are looking for, a person specification and job description are provided.

The governors welcome and encourage visits from all prospective applicants. Therefore, should you wish to arrange an appointment please contact the school office on 01322 225173 or email [karenwoodhams@st-anselms.kent.sch.uk](mailto:karenwoodhams@st-anselms.kent.sch.uk)

If you feel you have the skills and experience necessary to be a part of our school team, we would welcome your application.

If so, you are asked to:

* complete the CES application form in full with a supporting statement that:
  + clarifies how you meet the person specification
  + gives examples of your HLTA experience
  + outlines the contribution you can make to St Anselm’s
* complete the following three forms and return them to the school separately from the main application form in a sealed envelope and marked ‘confidential’
  + Recruitment Monitoring Form
  + Rehabilitation of Offenders Act 1974 disclosure form
  + Consent to Obtain References
  + On-line screening form

Please post your application or submit it to Mrs Karen Woodhams by email to: [karenwoodhams@st-anselms.kent.sch.uk](mailto:karenwoodhams@st-anselms.kent.sch.uk)

**Closing date for applications: 3rd October 2023**

**Interviews are scheduled for: TBD**

We hope that you find the following details from Mrs Laura White useful and informative.

Yours faithfully,

**St. Anselm’s Governing Body**

# St Anselm’s Catholic Primary School

St Anselm’s is located in Dartford. It is a voluntary aided school with 210 children on roll. The school has a good reputation and is always over-subscribed. St Anselm’s is the Parish School of St Vincent’s Church, located within walking distance from the school.

In June 2019, the school underwent its most recent inspection and was judged to be ‘good’. The school was also judged as ‘outstanding’ in its most recent Section 48 Inspection in June 2016.

The school is committed to ensuring our children not only achieve their full potential and become life-long learners but also aims to inspire them to be successful, confident and responsible people.

St Anselm’s is like a family. We encourage the children to learn to be the best versions of themselves. We nurture their happiness, their identity, their social and emotional development, their physical and mental health, their spiritual growth and their cognitive and academic success. We have developed our unique ‘Rainbow Curriculum’ is designed to develop the following attributes across all areas learning:



The children in our school are good friends to each other, very well behaved and keen to learn. Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement and School Aims.

Last year, our school achieved the Wellbeing award. The wellbeing of all our school community is very important to us. We do all that we can to ensure the wellbeing and happiness of all our staff and children.

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website [www.st-anselms.kent.sch.uk](http://www.st-anselms.kent.sch.uk). If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact Mrs Woodhams, our personnel administrator (email: karenwoodhams@st-anselms.kent.sch.uk), who will be very happy to help you.

Yours faithfully,

# Mrs Laura White

Headteacher



**Person Specification – HLTA**

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| **Qualifications** | Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA |
| **Experience** | Successful relevant experience of working with children of relevant age within a learning environment |
| **Skills and Abilities** | Developed skills for communicating with individual, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. |
| **Knowledge** | * Full working knowledge of relevant policies, codes of practice and legislation * Working knowledge and experience of implementing national curriculum and other relevant learning programmes. * Good understanding of child development * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment. |
| **Commitment** | Demonstrate a commitment to:   * equalities * promoting the school’s vision and ethos * high quality, stimulating learning environments * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development * safeguarding and child protection |

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.

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| **St. Anselm’s Catholic Primary School** | StAnselmsLogo.jpg |
| **HLTA Job Description** |  |

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| **Post holder:** |  |
| **Line Manager:** | Mrs Laura White, Headteacher |
| **Salary** | KR 6 |

**All staff at St Anselm’s Catholic Primary School are expected to:**

* help the school carry out its Catholic mission, accepting the school’s Catholic Christian ethos and actively supporting the liturgical and spiritual life of the school
* work in accordance with school policies, providing excellent moral, social, spiritual and cultural role models
* put the needs of the children first and actively promote an enthusiasm to learn.

**Purpose of the Job:**

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

**Key duties and responsibilities:**

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher

2. Assess, record and report on development, progress and attainment

3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate

4. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision

5. Assess the needs of pupils and use knowledge and specialist skills to support pupils’ learning

6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

7. Teaching Assistants at this level are expected to undertake at least one of the following:

a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties

b. Provide specialist support to pupils where English is not their first language

c. Provide specialist support to gifted and talented pupils

d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

* Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
* Support the role of parents / carers in pupils’ learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
* Contribute to the development of policies and procedures
* Provide short- term cover supervision of classes
* Supervise or manage the work and development of other classroom support staff
* Be responsible for the preparation, maintenance and control of stocks of materials and resources
* Liaise with external agencies on a regular basis
* Provide pastoral care to pupils for example as head of year or tutor group
* Be responsible for pupils who are not working to the normal timetable
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
* Invigilate exams and tests
* Be responsible for the presentation of displays.

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| **Signed:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |