



Holy Trinity

Church of England Nursery and Primary School

Working at Holy Trinity C of E Nursery and Primary School

Join our Team



For Appointment of:
Higher Level Teaching
Assistant





Headteacher Welcome

Pamela Gough

Thank you for your interest in the role at Holy Trinity Church of England Primary School and Nursery. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

At Holy Trinity C of E Primary School, every pupil is precious to us, and we recognise it is a privilege to be entrusted with children's education. We value the uniqueness of each child, made in the image of God, and seek to provide a sometimes tailored, sometimes adapted, holistic, curriculum and pastoral care offer, which empowers everyone with the strength, knowledge, and wisdom to succeed and flourish. We encourage our pupils to think critically and to develop a growth mindset, so they view challenges as opportunities to learn and increasingly grow in personal resilience and aspiration.

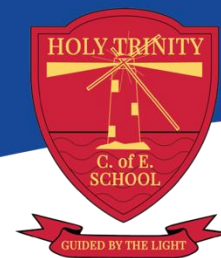
We are deeply committed to promoting the strong relationship between home, school, and parish as we feel that this partnership is the key to producing the best possible education, within and beyond the classroom.

Our team of dedicated professionals go above and beyond every day to ensure children have the best education and live life to the fullest through our values of Respect, Honesty and Love.

In the Autumn of 2020, Holy Trinity joined Aletheia Academies Trust in 2019. Holy Trinity chose an established Trust, whose vision and values aligned with ours, which has proven to be both a rewarding and positive experience for our school community; providing the best education and experiences possible for all.

I look forward to receiving your application.

Holy Trinity Church of England Nursery and Primary School

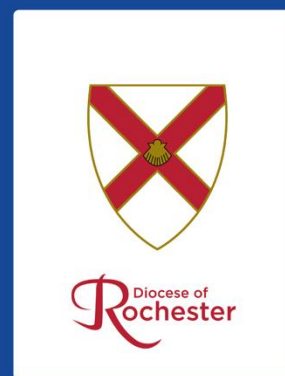


Holy Trinity Church of England Primary School is a two form entry primary school in the vibrant and diverse town of Gravesend, Kent. Our school is part of the Diocese of Rochester and a member of the Aletheia Trust. We have a strong commitment to the teaching of Christianity, where we welcome children, staff and adults of all faiths and none.

Through our theologically rooted vision: Your Word is a Lamp to Guide me, and a Light for my Path, Psalm 119:105, we live the Gospel values of Respect, Honesty and Love. At the centre of this is the pursuit of the highest standards possible in education because we want to develop our pupils as well-rounded individuals and lifelong learners who are spiritually motivated and creative problem solvers, and who leave us fully prepared for the rigours of secondary education.

Our curriculum is based on the best that has been thought and said, and our pupils enjoy learning which is contextualised, adapted, vocabulary-rich and offers sound experiences to build knowledge, skills, and cultural capital.

Holy Trinity is proud to be part of the Aletheia Academies Trust and we work collaboratively with our partner schools to provide a wide range of exciting learning and enrichment opportunities for our children and staff. Working as part of the Trust gives us the benefit of shared professional development opportunities and the sharing of good practices amongst our schools.



Job Description

Job Title	HLTA
Location	Gravesend, Kent
Duration	Temporary – Fixed term for 1 year
Work Hours	Full-Time
Reporting to	Head Teacher
Salary	Kent Range 6
Pension	LGPS



About the Role

Required to start as soon as possible An exciting opportunity has arisen for a Higher Level Teaching Assistant (HLTA) of exceptional ability to join our team to work in this inclusive and diverse primary school.

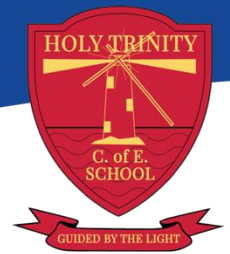
In addition to the Teaching Assistant job description, HLTAs will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve: some planning, preparing, and delivering learning activities when required for whole classes/small groups; some monitoring and assessing of pupils; recording and reporting on pupil's achievement, progress and development.

Your supportive role will enable children and their families to access good educational provision as soon as they join our school.

We would love to hear from you if you:

- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive.
- Want to work in a supportive and caring environment.
- Are committed to enabling every child to achieve the very best they can.

Key Responsibilities



Job Purpose - To support children and to support the class teacher in the provision of excellent learning opportunities.

- Work under the direction of the class teacher with individuals or small groups through play or planned activities.
- Deliver Learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Supervise and assist with activities as required giving feedback to the class teacher.
- Play alongside children, modelling language and personal, emotional and social skills.
- Support pupils to understand instructions, facilitate independent learning and inclusion of all pupils.
- Assist in the delivery and assessment of early reading and phonic activities.
- Assist in the monitoring and assessment of activities / interventions, recording progress as and when required.
- Support the teacher in behaviour management and monitor pupil's social and emotional wellbeing, reporting to the teacher as appropriate. This will include some break time duties and facilitating games and activities.
- Liaise and communicate with parents, under the direction of the class teacher, reporting back any necessary information.
- Assist with the administration of first aid and the care of sick children consulting with senior members of staff if necessary.
- Work in co-operation with all staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately.
- Attend training opportunities such as courses and development days when appropriate.

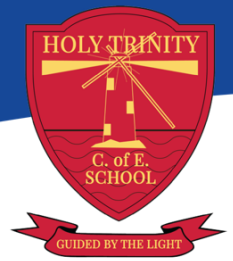




- Help prepare and clear the learning environment and resources, including photocopying, displays and the presentation of pupils' work.
- Contribute to maintaining a safe environment and uphold all safeguarding responsibilities.
- Deliver local and national learning strategies e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests and language and cultural backgrounds.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Implement Individual Education/Behaviour Plans and Personal Care Programmes where relevant
- Promote the inclusion and acceptance of all pupils within the classroom.
- Encourage the pupils to interact and work co-operatively with others and engage pupils in activities.
- Support the development and effectiveness of the team, providing supervision and mentoring to other Teaching Assistants.
- Participate in training and other learning activities and performance development as required.

“Children make a good start to their learning in early years.”
- OFSTED





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Qualifications and Experience

- GCSE or equivalent level, including at least a Grade C in English and maths. X
- Experience and knowledge of working within Primary education. X
- Successful, relevant experience of working with children of relevant age within a learning environment and appropriate qualification. X
- Training in relevant learning strategies, e.g., literacy. X
- Good understanding of child development and the learning process. X
- Understanding of statutory frameworks relating to teaching. X
- Excellent organisational and interpersonal skills. X
- Ability to relate well to children and adults. X
- Ability to work on own initiative. X

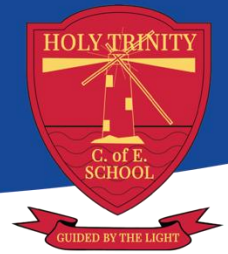
Skills and Knowledge

- High standard of math's and literacy skills with a secure understanding of English grammar X
- An understanding of and the ability to deliver systematic synthetic phonics X
- An understanding of using assessment for learning to enable pupils to make progress. X
- Confidence to cover planning, preparation and assessment time for the teacher. X
- Good communication skills. Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community. X
- Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team. X

Personal Qualities

- Enthusiastic and highly organised about all aspects of classroom operation.
- Have high expectations of both pupils and of yourself.
- Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiatrust.org.uk

01474 533 082

To apply for this role, please visit [MyNewTerm](#):



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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