

# HLTA

(HIGHER LEVEL TEACHING ASSISTANT)

---

## PART TIME VACANCY

The Oaks Infant School  
Gore Court Road  
Sittingbourne  
Kent  
ME10 1GL

Phone: 01795 423619  
Email: [admin@oaks.kent.sch.uk](mailto:admin@oaks.kent.sch.uk)



**The Oaks** Infant School

Contents	
Dear Applicant.....	3
Advert.....	4
Job Description.....	6
Person Specification.....	8
Our Community Multi Academy Overview .....	10
OCMAT Leadership Principles .....	11
Our Schools.....	13
Trust Central Team.....	13
The Application Process .....	14
The Shortlisting and Interview Process.....	14
Conditional Offer .....	15
Safeguarding.....	15
Retention of Information .....	15

## Dear Applicant

Thank you for expressing an interest in joining us at The Oaks Infant School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.theoaksinfantschool.co.uk](http://www.theoaksinfantschool.co.uk) or contact the office: admin@oaks.kent.sch.uk (t: 01795 423619).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Wynn  
Head of School



Mrs Catherine Hurst  
Executive Headteacher



# Advert

**Job Title:** Higher Level Teaching Assistant (HLTA)

**Grade:** Kent Range 5

**Salary:** £5,193.82 pro rata (£25,252 FTE)

**Hours:** 12.30pm to 3.30pm, Tuesday, Wednesday, Thursday - 9 hours per week, 38 weeks per year

**This is a permanent position**

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks Infant School which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic and experienced person to join the school's successful and supportive team. This role may be suitable for teaching assistants who are looking for a new challenge.

The Oaks Infant School is one of ten schools within Our Community Multi Academy Trust. We are an infant school with 321 pupils on our roll. We have a strong belief and ethos regarding early childhood development and pedagogy. The heart of our ethos is about celebrating the uniqueness of each child and ensuring a truly creative, inspiring and child-led approach intertwined with the high expectations set through our curriculum.

Our Community Multi Academy Trust believe that our people are our biggest asset.

## **We can offer you:**

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have experience working in a school, EYFS or KS1
- Ideally have experience of the adult role in child-led learning
- Have experience of building positive relationships with parents
- Have excellent organisational skills
- Have good teamwork skills, working collaboratively with a colleagues
- Communicate well as part of a team
- Respect confidentiality and the potential sensitivities of working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum
- Be punctual and ready in good time for the start of the day

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Jenny Wynn, via telephone on 01795 423619, or [admin@oaks.kent.sch.uk](mailto:admin@oaks.kent.sch.uk).

# Job Description

**Weeks:** Term-time only (38 weeks) plus inset days (if applicable)

**Reporting to:** Head of School

**Posts reporting to this position:** N/A

**Working hours:** 12:30 – 3:30pm Tuesdays Wednesdays and Thursdays

**Based at:** The Oaks Infant School. Travel between Trust sites may be required

**This is a permanent position** (including a 6 month probationary period)

## Purpose of the job

The role of the Higher Level Teaching Assistant (HLTA) is to work across the school to provide PPA and release time for teachers and cover as and when required. The HLTA will deliver learning activities to whole classes of pupils as well as assess, mark, record and report on development (to the class teacher).

## Key duties and responsibilities

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environments and resources for the lessons that they teach
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Select and adapt appropriate resources/methods to facilitate agreed learning activities
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- HLTAs in this role are expected to undertake at least one of the following:
  - Provide specialist support to pupils where English is not their first language
  - Provide specialist support to gifted and talented pupils
  - Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject)
- HLTAs in this role may also undertake some or all of the following:
  - Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
  - Be responsible for the preparation, maintenance and control of stocks of materials and resources
  - Escort and supervise pupils on educational and out of school activities
  - Guide and support pupils in their personal, emotional and social development
  - Prepare and present displays
  - Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas
  - Be involved in planning, organising and implementing individual development plans for pupils (such as Personalised Provision Plans)
  - Work with pupils not working to the normal timetable

- Always treat matters relating to all Trust, its constituent schools, staff and children as strictly confidential and adhere to the Data Protection Policy.
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school. Maintain confidentiality and discretion in all aspects of work.
- OCMAT is committed to safeguarding and promoting the welfare of children.
- Any other work requested by, and deemed appropriate by, strategic leaders.

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification

## Higher Level Teaching Assistant

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> <li>NVQ Level 3 at least</li> <li>GCSE grade A*-C in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Paediatric First Aid Training</li> <li>Makaton</li> <li>Little Wandle</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful recent experience of working with children of relevant age</li> <li>Knowledge and skills supporting teaching and learning</li> <li>Knowledge and compliance with policies and procedures relevant to child protection, health and safety and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Successful recent experience working with children across the Primary phase in a learning environment.</li> <li>Experience of working with pupils with SEN</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Can use ICT effectively to support learning.</li> <li>Able to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour</li> <li>Able to use specialist equipment/materials and be able to demonstrate and assist others in their use</li> <li>Able to relate well to children and adults, understanding their needs and being able to respond accordingly</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible</li> <li>Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations</li> <li>Evidence of successful team working</li> </ul>	<ul style="list-style-type: none"> <li>Able to devise and implement structured learning activities, under the direction of the teacher, evaluating effectiveness and measure pupils' progress, giving feedback as required</li> <li>Knowledge of procedures for supervising pre-prepared learning activities, providing feedback</li> <li>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Friendly nature with a tactful, professional and flexible approach</li> <li>Excellent interpersonal skills               <ul style="list-style-type: none"> <li>oral and written communication skills</li> </ul> </li> <li>Excellent time keeping and attendance</li> <li>Methodical and organised approach to work</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> <li>Positive/can do approach</li> <li>Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	



Values	<ul style="list-style-type: none"><li>• Commitment to school's aims and values</li><li>• Commitment to continuous personal development</li><li>• Honest and reliable, displays integrity and commitment to the Trust</li><li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li></ul>	
--------	--	--

# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

### **The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

### **The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities - working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

## The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

## The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
c/o Lynsted & Norton Primary School  
Lynsted Lane  
Sittingbourne  
Kent  
ME9 0RL

Company No: 10842747