



TheNorth school



HLTA in SCIENCE Recruitment Information Pack



Putting Achievement First

Essella Road
Ashford
Kent
TN24 8AL

Telephone : 01233 614600

Website : www.thenorthschool.org.uk

~ Email : recruitment@thenorthschool.org.uk

HLTA in SCIENCE RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Higher Level Teaching Assistant (HLTA) in the Science department at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2019 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer you

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting in lessons, pastoral care, curriculum enrichment activities and building positive relationships with students and staff alike.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



Mrs Anna Lawrence
Headteacher

WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer
Swale Academies Trust

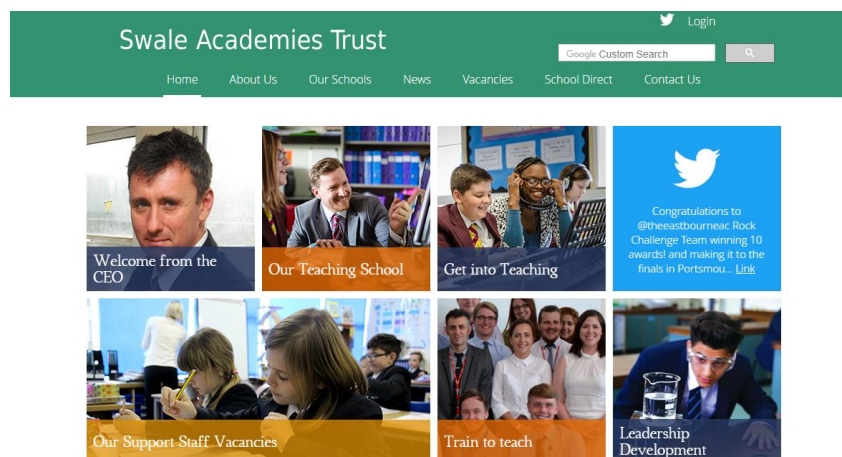
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe
CEO Swale Academies Trust



INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to recruitment@thenorthschool.org.uk or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place the following week and interviews will be confirmed at the beginning of January. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

HIGHER LEVEL TEACHING ASSISTANT IN SCIENCE

37 hours per week, term time plus 5 additional days

**Kent Range 6 : £20,997 to £22,918 per annum
(pro rata salary : £17,775 to £19,401 per annum)**

The successful candidate will be part of our Science team working with students who experience difficulties in accessing the science curriculum.

The objective of this post is to boost the scientific skills, alongside numeracy and literacy skills of targeted students so they can access the science curriculum. The needs of the targeted students will vary.

The appointed HLTA would generally work with small groups of students, within the main classroom, to ensure students' progress and to boost their confidence. The role will involve planning, preparing and delivering group work or team teaching with the main class teacher.

As with all HLTA's the postholder will be expected to progress students' learning and with other professionals support students' social, emotional and physical wellbeing. It is necessary for the candidate to have qualifications in Maths/Numeracy and English/Literacy equivalent to at least NVQ Level 2. A HLTA qualification or evidence of working at this level would be advantageous.

This is an exciting opportunity and should you wish to be a part of our thriving school community we welcome your application.

Further details about the school can be found on our website www.northschool.org.uk

*The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.
The North School is an Equal Opportunities Employer*

JOB DESCRIPTION

JOB DESCRIPTION:	HIGHER LEVEL TEACHING ASSISTANT
GRADE:	KENT RANGE 6
HOURS OF WORK:	Full Time (37hrs per week), term time plus 5 additional days
LINE MANAGER:	HEAD OF SCIENCE

The 'plus 5' days includes 5 additional days to the 190 attended by students. These will include two of the designated training days plus 3 days during the school holidays, to complete duties as agreed by the Headteacher.

1. Purpose of job

The primary focus of the post will be to work under the professional direction of a teacher as part of the professional team to support learning activities for students. Within an agreed system of supervision the Higher Level Teaching Assistant would deliver lessons set by or with teachers and/or support students undertaking lessons delivered via distance learning or computer aided techniques.

The post holder will be expected to progress students' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

To supervise whole classes during short-term absence of teachers. Provide instructions for a lesson as provided for by a teacher and ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students general questions and provide feedback to the teacher.

2. Principal accountabilities

- a) Organise and manage an appropriate learning environment and assist teachers to plan teaching and learning objectives to ensure pupil progress and development.
- b) Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- c) Support the role of parents in students' learning and lead meeting with parents to provide constructive feedback on students' progress to ensure students achieve their best results.
- d) Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote students' self control and independence to ensure good behaviour and respect for others is maintained.
- e) Use detailed knowledge and specialist skills to support students' learning, establishing productive working relationships, promoting inclusion and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
- f) Contribute to the overall work/aims of the school and, in liaison with teachers establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of students
- g) Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- h) Supervise students engaged in learning activities to ensure that the learning objectives set by teachers are achieved also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- i) Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- j) Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.

- k) Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- l) Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- m) Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager.

3. Necessary Experience:

- Successful relevant experience of working with children of relevant age within a learning environment.
- Meet Higher Level Teaching Assistant standards – see DfES/TTA document “Professional Standards for higher level teaching assistants” for further information.
- Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2
- Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.
- Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.
- Must be flexible with effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.
- Have a creative approach to problem solving and use this to inspire and motivate students.
- Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.
- Must have ability to critically evaluate own performance.
- Successful recent experience of working with children of relevant age.
- Good general standard of education, especially with regards to numeracy and literary skills.
- Must have undertaken induction training for teaching assistants.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Understanding of relevant policies, codes of practice, legislation. Basic knowledge of first aid an advantage.
- Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving.
- Must have excellent communication skills, both verbal and written.
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.

4. Scope For Impact

Support staff in schools make a strong contribution to students’ learning and achievement. Teachers’ professional training, knowledge and experience enable them to take overall responsibility for students’ learning. They are not, however, required to take sole responsibility for every aspect of each lesson that is taught. The Higher Level Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. Higher Level Teaching Assistants contribute to students’ learning and will have a significant impact on students’ achievement.

The postholder will have sole responsibility for the students in the classroom. Although the teacher would have set the learning plans etc. the post holder must ensure the objectives are achieved by the students within a safe and secure environment, ensuring good behaviour at all times.

5. Job context:

Higher Level Teaching Assistants will be expected to work effectively with individual students, small groups and whole classes under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Higher Level Teaching Assistants would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The postholder will be in charge of a class of approx. 30 students. They must give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.

The postholder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The postholder must have excellent communications skills to be able to inform, persuade and negotiate with students and provide feedback to other professionals and parents as required.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

JOB TITLE:	HLTA in SCIENCE
QUALIFICATIONS:	<ul style="list-style-type: none"> • 5 GCSE at A8-C or equivalent • Level 3 Qualification or suitable experience in support students in Science • Excellent numeracy / literacy skills • HLTA status or ability to work towards HLTA status
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working with children of relevant age in a learning environment • Training in behaviour management • Training on relevant learning strategies e.g., literacy, numeracy • Ability to evaluate learning needs and actively seek learning opportunities • Good understanding of learning processes
SKILL AND ABILITIES:	<ul style="list-style-type: none"> • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to understand the diverse needs of students • Ability to work with students on a one to one • Able to work with groups of students • Ability to motivate students • Ability to plan effective activities for students
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and students • Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory). First Aid certificate would be useful. • Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students. • Use of technology (computer, video/DVD, photocopier etc.) • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

The North School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

This post will require an enhanced disclosure under the Disclosure and Barring Service.

