



Saxton Church of England Primary School

Dam Lane

Saxton

Tadcaster

LS25 5PN

Telephone: 01937 557396

Headteacher: Mr R M Weights B.Ed, FHA

Information for Applicants for Post of Part-time HLTA

The School

Saxton Church of England Primary School is a small, rural primary school serving the area of Saxton and Scarthingwell. There are currently 57 children on roll.

We are a Church of England School and our links with the Church are strong. In May 2018 we converted to become an academy and were one of the first members of the STAR Multi-Academy Trust. From September 2019 our school 'federated' with Saxton CE Primary School and the schools work very closely together. There is a shared leadership arrangement working under a single governing body.

The school has a happy, family atmosphere. The children here are well motivated and we have high expectations of them. Teaching is of a very high standard and our results over several years have been exemplary. The staff work together as a strong team, alongside parents and governors.

There are just three classes in the school. EYFS, Year 1 & Year 2 children are taught together in Willow class, Year 3 & Year 4 are taught together in Sycamore class, and Year 5 & Year 6 are taught together in Maple class.

The Location

Saxton is a small village in a rural area off the A661 between Tadcaster and Sherburn-in-Elmet. The A1 is very close and there is easy access to Leeds, York, Selby, Garforth, Tadcaster and the M62.

The position

We are looking for an experienced colleague who will enhance our team. The role is to provide PPA cover for two KS2 classes. There is some flexibility in working hours, and these can be negotiated for the right candidate.

You need to be a positive person who is self-motivated and enthusiastic, able to bring out the best in young people. You need to be able to work closely with other teachers and non-teaching staff and be a good communicator. The school has a good track record of mentoring new staff and facilitating career progression.

The job description and selection criteria (enclosed) indicate some of the qualities that are essential or desirable for this post. If you have these qualities and can also offer something more please ensure that you tell us. It is important that you state your curricular strengths and interests.

Closing date: Friday 17th June 2022 at noon.

Interviews: Thursday 30th June

Thank you for your interest.





Rick Weights
Executive Headteacher



STAR Multi-Academy Trust
Saxton CE Primary School

JOB DESCRIPTION

POST:	<u>Higher Level Teaching Assistant (HLTA)</u>
GRADE:	<u>Grade F</u>
RESPONSIBLE TO:	<u>Head Teacher / Senior Leadership Team/</u>
STAFF MANAGED:	<u>None</u>
POST REF:	<u>JOB FAMILY: 7</u>
JOB PURPOSE:	<p>To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.</p> <p>To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/subject teacher.</p>
JOB CONTEXT:	<p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> • Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour • Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs • Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives • Interact with pupils in ways that support the development of their ability to think and learn, and work independently • Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence • Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes • Take account of the effects of different parenting approaches,

	<p>background and routines, and be involved in home school liaison</p> <ul style="list-style-type: none"> • Encourage and motivate pupils to promote independence and resilience and increase self-esteem • Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. • Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils • Provide supervision during breaks as required
Communication	<ul style="list-style-type: none"> • Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
Sharing Information	<ul style="list-style-type: none"> • Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence • Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality • Participate in staff meetings • Share information about pupils with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate
Administration/Other	<ul style="list-style-type: none"> • Organise and manage an appropriate learning environment and resources • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements • Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls • Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations • Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor • Participate in training and appraisal

<u>Data Protection</u>	<ul style="list-style-type: none"> To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> Promote inclusion and acceptance of all pupils Ensure services are delivered in accordance with the aims of the equality Policy Statement Develop own and team members understanding of equality issues
<u>Flexibility</u>	<ul style="list-style-type: none"> <i>STAR MAT provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with STAR MAT Policies and Procedures</i>
<u>Customer Service</u>	<ul style="list-style-type: none"> <i>The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</i> The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	May 2022

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of the Trust and School organisation and may change either as your contract changes or as the organisation of the Trust or School is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the Trust and School's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the STAR MAT and school's policies, and supporting documentation in respect of these issues.



PERSON SPECIFICATION

JOB TITLE: General Teaching Assistant

Essential upon appointment	Desirable on appointment
<p>Knowledge</p> <ul style="list-style-type: none"> • An awareness of child/young person's development and learning • An understanding that children/Young people have differing needs 	<ul style="list-style-type: none"> • Good understanding of child development and learning processes • Knowledge of Behaviour management techniques • Knowledge of Child Protection and Health & Safety policies and procedures • Knowledge of inclusive practice
<p>Experience</p> <ul style="list-style-type: none"> • Experience appropriate to working with children in an learning environment 	<ul style="list-style-type: none"> • Recent relevant experience of supporting learning in a primary school
<p>Qualifications</p> <ul style="list-style-type: none"> • Relevant NVQ Level 2 qualification or equivalent • GCSE equivalent or above in English and maths 	<ul style="list-style-type: none"> • Relevant NVQ level 3 • Appropriate first aid training (Dependent on the school's needs - insert as appropriate)
<p>Occupational Skills</p> <ul style="list-style-type: none"> • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with a range of staff, children, young people, their families and carers • Good reading, writing and numeracy Skills 	<ul style="list-style-type: none"> • Basic ICT Skills
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
<p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS Clearance • To be committed to the school's policies and ethos • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality & diversity • The ability to converse at ease with customers and provide advice in accurate 	

spoken English is essential for the post	
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NB – Assessment criteria for recruitment will be notified separately.

