



Candidate Briefing Pack

Higher Level Teaching Assistant

Wormholt Park Primary School





Dear Applicant,

I would like to thank you for your interest in applying for the position of HLTA at our school.

We understand the importance of the role of support staff, both in terms of their education and their overall wellbeing. This is why we are seeking candidates of the highest calibre, who are cheerful, hardworking and dedicated, to work closely with the teaching staff team to achieve the best possible outcomes for our children.

If you feel you are the right person - we look forward to meeting you!

Julie James

A handwritten signature in black ink that reads 'J James'.

Head Teacher

About Our School

Wormholt Park Primary is a two form entry inner city community school situated in the Wormholt and White City ward of Hammersmith and Fulham. It has its own Nursery provision.

The school is ethnically diverse with over forty home languages being spoken. Current levels of free school meal entitlement and pupil premium are significantly higher than the national average; consequently, the school is able to ensure that there are sufficient funds invested to meet the diverse needs of our pupils. Our SEND provision is excellent. We have a dedicated Arts studio and ensure that our curriculum is broad, stimulating and exciting.

Please visit the school website for a full picture of the work we do to make sure our children are happy and achieving their very best.

Our Vision

Our school vision states that every child will leave this school:

- Achieving their very best
- Happy and confident
- Tolerant and respectful of themselves and of others
- Always reaching for the stars!

Intent

To make this happen, we have designed a skills and knowledge based curriculum which recognises all children as individuals and supports them to recognise they have a role to play as members of the local, national and global community:

- We will promote children's curiosity and enthusiasm for learning
- We will provide well planned, creative and experiential learning opportunities, building on prior knowledge and skills, that will be matched to the individual strengths and needs of the children
- We will provide opportunities through an exciting and engaging curriculum, including a wide range of workshops and trips and the Skills Builder programme, to develop skills for life
- We will create a happy, friendly, stimulating working atmosphere
- We will encourage self-confidence, resilience and the ability to make decisions
- We will celebrate all types of achievements so that everybody experiences the fulfilment of personal and shared success
- We will ensure that everyone has access to equal opportunities. We will expect sensitivity and acceptance of others, and good manners
- We will ensure that 'Rights' education is embedded within the curriculum and that all children know and can use the language of rights.
- We will continue to promote our status as a 'Rights Respecting' school, developing pupils' tolerance and understanding of others and equipping them for life in a diverse and rapidly changing society
- We will ensure that curriculum across the school, including Personal, Social and Health Education, Relationships and Sex Education and Religious Education, teach children about those different to themselves; to promote tolerance and help children understand the importance of education in combating prejudice

What we can offer you

- A strong, friendly team in a highly professional working environment
- Individual CPD
- Season Ticket
- Cycle scheme
- Discount Gym Membership
- Workplace Options Employee Assistance Programme
- CSSC – Nationwide discount for staff and their families

If you are Interested...

If you wish to be considered for this appointment, please complete the application form with a covering statement outlining your reasons for applying for this position and what you believe you would bring to Wormholt Park Primary School. Your application should relate to the person specification and job description.

Application closing date: 24 February 2020 (at 12.00 noon)

Shortlisting: 25 February 2020

Interview Date: 26 February 2020

Start Date: 20th April 2020 (sooner if possible)

We encourage visits from prospective candidates so that you can see us in action. Please contact Nadia Osta, SENCO on 020 8743 5073 to arrange a visit or if you have specific questions about the post. Applications are completed through the Jobs Go Public Portal.

Job Description

Job Title: Level 4 Higher Level Teaching Assistant (supporting and delivering learning)

Location: Wormholt Park Primary School

Salary Range: NJC Scale 6

Status of the Post: The post holder is accountable to a Line Manager and Head Teacher

MAIN PURPOSE OF THE JOB

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff and in line with school policies and guidance. This involves planning, preparing and delivering learning activities for individuals/groups or short term for whole classes. Monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.
Responsible for the management and development of a specialist area within the school e.g. EAL, special needs.

SUPPORT FOR 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
- Develop and implement pupil provision maps
- Promote the inclusion and acceptance of all pupils within the learning environment
- 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

SUPPORT FOR TEACHERS

- Organise and manage appropriate learning environment and resources
- 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 discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

SUPPORT FOR THE CURRICULUM

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- 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 pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- Comply with and assist the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

Person Specification

Experience	<ul style="list-style-type: none">• Experience working with children of relevant age in a learning environment
Qualifications/Training	<ul style="list-style-type: none">• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience• Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths• Training in relevant learning strategies e.g. literacy• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge/Skills	<ul style="list-style-type: none">• Can use ICT effectively to support learning• Full working knowledge of relevant policies/codes of practice/legislation• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies• Good understanding of child development and learning processes• Understanding of statutory frameworks relating to teaching• Good organisational skills• Ability to support colleagues• Constantly improve own practice/knowledge through self-evaluation and learning from others• Ability to relate well to children and adults• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Equal Opportunities	<ul style="list-style-type: none">• Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none">• Willingness to undertake additional training/staff development as appropriate• Ability to reflect on your own professional practice