



Appointment Brief for Higher Level Teaching Assistant

Danes Educational Trust

MAKING THE DIFFERENCE TOGETHER





Dear Applicant

Thank you for your interest in our current vacancy at Ascot Road Primary School. Our school pledges itself to be a place where uniqueness is celebrated and all individuals will find safety and respect for themselves, their families and their way of life.

We are a happy and diverse school in West Watford with a dedicated and hard-working team focused on providing the best possible education for our pupils. Pupils only get one chance at Primary education and we want this to be the best it can be. Learning together, we respect each other's values and traditions and strive to create an inclusive and safe environment that guides and stimulates our children to achieve through enjoyment.

Ascot Road is a community and we value our relationships with parents, helping us to ensure every child has an enjoyable and productive experience during their time at our school. Hopefully by exploring our website you can gain an insight into life and Ascot Road and some of the experiences we enjoy together.

If you would like to know more, about the vacancy or the school, please get in touch. We would be delighted to hear from you.

We are part of the Danes Educational Trust, more information about the Trust can be found [here](#).

Cathy Elsley
Headteacher

....making the difference together



Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Jupiter Primary School, Lanchester Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title: Higher Level Teaching Assistant

Line Manager: Headteacher

Pay Range: H5-H6 SP 9-19 £20,904-£25,481

+ £898 Fringe Allowance

Work Pattern: Monday – Friday 8:30am – 3:30pm (30 min break)

32.5 hours a week

Weeks Worked: Term Time + 5 INSET days

Core Purpose

We are seeking a talented Higher Level Teaching Assistant to work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with whole classes, individuals and groups under the direction and supervision of a qualified teacher.

Main Duties and Responsibilities

- Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Assess, record and report on development, progress and attainment
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Use teaching and learning objectives to plan, evaluate and adjust lessons within agreed systems of supervision
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants at this level are expected to undertake at least one of the following:
 - *Provide support to pupils with learning, behavioural, social, sensory or physical difficulties
 - *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, subject)

Higher Level Teaching Assistants in this role may also undertake some or all of the following:

- Provide cover supervision of classes.
- Support the role of parents/carers in pupils' learning and contribute to meetings with parent/carers to provide constructive feedback on pupil progress/achievement
- Develop and implement Individual Development Plans for pupils
- Supervise or manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies e.g. speech and language therapists, counsellors
- Provide pastoral care to pupils
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Attend relevant training courses in order to enhance his/her own professional development and to keep up to date with leading edge practice
- Invigilate exams and tests
- Be responsible for the presentation of displays

Job Description





Our Higher Level Teaching Assistant will participate in the performance management appraisal system, designed to highlight future professional development.

Danes Educational Trust is committed to the safety and welfare of every child and the learning support practitioner will be required to attend appropriate safeguarding (child protection) training.

The learning support practitioner must be aware of the need for confidentiality regarding the pupils in their care.

Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Headteacher.

Contacts

The post holder will work with, staff, students and parents

Job Description continued.





We are looking for ...

Knowledge, Experience and Training

Essential:

- Experience of working with children aged 4-11 years of age.
- NVQ level 2 in numeracy and literacy (or equivalent).
- Commitment to equal opportunity for all.
- Ability to work as a member of a team and promote teamwork.
- Ability to make effective use of modern technology to support teaching and learning.
- Excellent communication skills, both written and oral and a high standard of written and spoken English.
- Independence, resilience and determination.
- Flexible approach and ability to use own initiative and work well under pressure.
- Awareness of keeping children safe.
- A natural aptitude to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'*.

Desirable:

- Ability to make effective use of modern technology to support teaching and learning.
- Commitment to professional development.
- Awareness of Health, wellbeing and safety
- Awareness of keeping children safe
- Awareness of Data protection and confidentiality
- Understanding of statutory and non-statutory frameworks for school curriculum.
- Understanding of SEN code of practice and disabilities legislation.
- Understanding of Health and wellbeing, safety and child protection.
- First Aid Training or basic first aid knowledge.
- A 2:1 degree and a desire to train to become a teacher.



Ascot Road Primary School

Ascot Road Primary School is a 2-form entry school situated in West Watford. There are approximately 380 pupils on roll from Reception to Year 6.

The school opened in 2015 with just its Reception year and has grown each year to its current full capacity. The school has a close community and highly values our relationships with parents, working in partnership to provide the best education possible for our children. Our team of amazing staff are supportive of each other and recognise the important role everyone plays in the school. People visiting the school regularly comment on the calm, happy and positive atmosphere that runs through the school and how welcoming the staff are.

All the rooms at Ascot Road are named after tube stations and every space is utilized as a learning space. As well as our well-equipped classrooms, all with interactive whiteboards, visualizers, we encourage children to take their learning outside wherever possible.

Further details about Ascot Road may be found on our website and enquiries by telephone are welcome.

School Summary

We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events



Benefits



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Headteacher:
Cathy Elsley

<https://www.ascotroadcfs.org.uk/>



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DANES EDUCATIONAL TRUST