

Appointment Brief

# HIGHER LEVEL TEACHING ASSISTANT (HLTA)

All different, all together, all Icknield



Dear Applicant,

Thank you for your interest in joining Icknield Infant and Nursery School.

Icknield is an amazing place! We value every individual and we are extremely proud to provide a safe, inclusive and caring environment where all our children, parents, staff and governors feel valued and respected. We want everyone to enjoy coming to our school.

We are looking for the very best staff to join our professional, dedicated and friendly team who are committed to supporting every child's learning. We recognise that our staff members are key to the school's success and we are supportive of promoting wellbeing and providing high quality training and mentoring.

Take a look at our website at [www.icknieldinfants.herts.sch.uk](http://www.icknieldinfants.herts.sch.uk) to gain an insight of our school life and please contact us on 01462 620406 or [admin@icknieldinfants.herts.sch.uk](mailto:admin@icknieldinfants.herts.sch.uk) if you would like to discuss the opportunity in more detail. Visits are warmly welcomed and can be organised via the school office.

We look forward to meeting motivated candidates interested in this important and exciting role.

With my very best wishes,

Alie Collins

Headteacher



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## About Our School



Icknield Infant and Nursery School is a friendly and welcoming community school located in Letchworth Garden City for children aged 3 to 7. It was opened in 1954 in a purpose-built building. We have nine large classrooms and an attached nursery full of up-to-date resources, all used to make learning fun.

We are particularly proud of our extensive school grounds which provide many different environments to support learning: an allotment area, forest area, well equipped play areas and our big red Library bus, which provides an inspirational and unusual reading area.

At Icknield, we aim to provide creative and exciting lessons for our children within a safe and caring environment. Ofsted reported that our children 'love learning'. We continue to nurture this love of learning through a well-planned curriculum with personal, social and emotional development at its heart.

The school is an equal opportunities employer and is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.





## About the Role

We are looking to recruit a talented and motivated Higher Level Teaching Assistant (HLTA) to become a valued member of our caring and friendly team at Icknield Infant and Nursery School.

The ideal candidate will be enthusiastic, motivated and committed to enable every child to achieve their very best. We are committed to the safeguarding of children and expect all staff to share that commitment.

This is a permanent term-time only position, starting as soon as possible.

## Key Information

JOB TITLE	Higher Level Teaching Assistant (HLTA)
LINE MANAGER	Deputy Headteacher
PAY RANGE	H4 (£23,893 to £25,119) (pro-rata)
APPLICATION CLOSING DATE	12.00pm, Friday 4 October 2024
SHORTLISTING DATE	Friday 4 October 2024
INTERVIEW DATE	Week commencing Monday 7 October 2024
START DATE	As soon as possible





## Job Description: Higher Level Teaching Assistant

### MAIN PURPOSE

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum, age range or additional needs. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

### KEY RESPONSIBILITIES

1. 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.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
  - a) Provide specialist support to pupils with special educational needs, for example, learning, behavioural, communication, social, sensory or physical difficulties.
  - b) Provide specialist support to pupils where English is not their first language.
  - c) Provide specialist support to gifted and talented pupils.
  - d) Provide specialist support to all pupils in a particular learning area (e.g., ICT, literacy, numeracy, National Curriculum subject).

### ADDITIONAL RESPONSIBILITIES

Some or all of the following:

1. Establish and maintain relationships with families, carers and other adults, e.g., speech therapists.
2. Provide cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Escort and supervise pupils on educational and out of school activities.

6. Guide and support pupils in their personal, emotional and social development.
7. Prepare and present displays.
8. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
9. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### JOB CONTEXT

- The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Under the direction and supervision of a teacher, takes responsibility for providing learning activities for groups of pupils, assessing pupil needs on a lesson-by-lesson basis and differentiating and altering learning programmes as appropriate. Supports learning by selecting suitable activities/methods for learning activities.
- The job holder will cover PPA time for teachers across Key Stage 1.

### KNOWLEDGE, SKILLS AND ABILITIES

- Level 4 HLTA qualification.
- Requires knowledge and procedures for supporting and leading learning activities in a specialist aspect of supporting learning and teaching (see 7a-d above) or equivalent experience.
- Resolves problems in relation to providing learning activities.
- May contribute to planning of activities for the session, day or week.
- Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Setting up and use of educational equipment and/or keyboard skills.

### PERSONAL CHARACTERISTICS

- Resilient, motivated, enthusiastic and forward thinking.
- Ability to demonstrate, tact, diplomacy, warmth and empathy.
- Co-operative, flexible and responsible.
- Strong interpersonal skills.



- Commitment to high standards.
- Commitment to maintaining confidentiality at all times.
- Commitment to equality.
- Commitment to continued personal development.

#### SAFEGUARDING

- Recent Safeguarding level 1 training.
- Knowledge and understanding of child protection and safeguarding policies and procedures, including current legislation and guidance in relation to working with and protecting children and young people.
- A commitment to the protection and safeguarding of children and young people.
- Co-operation with relevant agencies to protect children and support families.

#### SUPERVISION

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant but may work with several teachers.
- Day to day direction/supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher to whom he/she is assigned.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- May occasionally support, advise and/or monitor less experienced teaching assistants/students.
- Some day-to-day allocation of work to other staff, requiring occasional supervisory responsibility.
- The post holder may demonstrate own duties to new or less experienced staff.

#### PHYSICAL EFFORT

- Combination of standing, sitting or walking.
- Requirement for standing for long periods and/or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.

#### WORKING ENVIRONMENTS

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

The jobholder will be expected to follow the school's policies and procedures at all times. The job description will be reviewed annually during the Performance Management Review process. The position is subject to the satisfactory completion of a probationary period of six months.



## Current Employee Benefits



Membership of the Teacher's Pension Scheme / Local Government Pension Scheme



Financial Wellbeing Coaching



CPD opportunities



Occupational Health



Stress Management Support



Mental Health First Aid Training



Counselling and Bereavement Support



Men's Mental Wellness Support



Menopause support services



24/7 GP Service



Nurse Support Service



Free flu vaccine



Surgical Assistance Programme



Physiotherapy Sessions



Maternity and Paternity Support



Free on-site parking



Organised social events







## How to Apply

The recruitment process will be managed by the School Business Manager in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.com](http://www.teachinherts.com). The application form is located within the live jobs area of the school's profile: [https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school\\_14.htm](https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school_14.htm).

Please note that our safeguarding requirements and practices mean we are only able to consider complete applications submitted using our official application form (we cannot accept CV applications). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Please include all the training you have completed, particularly anything that has helped to prepare you for this role.

When completing the 'personal statement' section, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

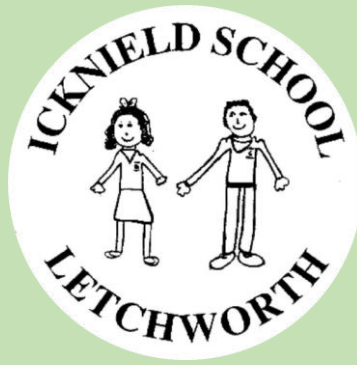
## REFERENCES

Please ensure your referees are aware of your application and that they are able to provide a swift turn around. One referee must be from your current employer. If you are not currently working with children, please include a referee from the last time you worked with children. References must be completed by a senior person with appropriate authority (confirmed by the Headteacher/Principal for school settings). Please provide official organisation email addresses for us to contact.

## ADDITIONAL INFORMATION

Icknield Infant and Nursery School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and safer recruitment checks including satisfactory references and a health check. Online searches may be carried out on shortlisted candidates as part of due diligence checks. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and join us.

Prospective candidates are encouraged to submit their application as soon as possible as we reserve the right to close the advert early should we feel able to appoint an appropriate candidate.




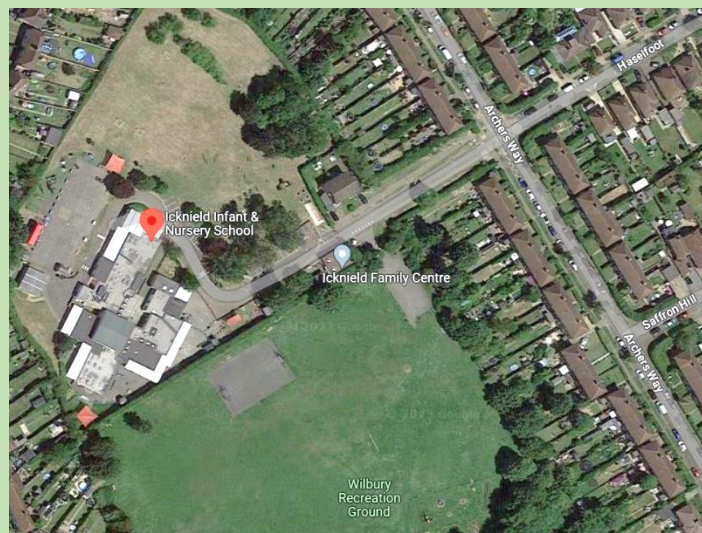
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