



HLTA Application Pack



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Letter from Catherine Paine, Chief Executive Designate

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

Chief Executive Designate, REAch2 Academy Trust



Letter from Mr Iain Owens, Headteacher

Dear Candidate,

This is a fantastic opportunity to join successful, vibrant, popular and happy school that is part of a large, dynamic and supportive Trust. You will be joining a school that has children from Nursery age all the way through to Year 6. We are very much an integral part of the local community, with great relationships with our families, community groups and other local schools.

We are a very hard working and friendly team who absolutely want the very best educational experience for the children in our care. We have effective teachers who are committed to ensuring and providing high quality learning experiences which enable the children to be reflective learners. Every day, the highest quality feedback from staff ensures our children can develop, practice and apply their skills as well as being challenged to move on and make new learning progress as soon as they are ready to do so.

We have the very highest aspirations for the children in our learning community and set high standards and expectations to challenge our children to be the best learners they can possibly be. We are unwavering in setting high expectations for the conduct of pupils and staff and are uncompromising in our ambition to improve the outcomes for all pupils at our school.

We have a broad and balanced curriculum which inspires our pupils to learn, where safeguarding is effective, and pupils are listened to and feel safe. “To keep you safe and to help you learn” is our mantra.

Our school motto – Working together to achieve excellence for all – captures what we hope to facilitate for all our stakeholders, from pupils and their families to our staff and other learning partners in the wider community.

Come and see us - school visits are highly encouraged.

Mr Iain Owens

Headteacher, Northfield St Nicholas Primary Academy

Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Location: Northfield St Nicholas Academy, St Margaret's Road, Lowestoft, Suffolk NR32 4HN

Salary: Grade 4 - NJC Point 9 – 22 (FTE £21,269 - £27,514)

Start date: ASAP

Working Pattern – Mon – Fri, (38 weeks per year, Term Time Only)



We are currently looking for a Higher Level Teaching Assistant to help provide help and support to our amazing children. This is initially being offered on a fixed term contract to run to 31st August 2023.

Northfield St Nicholas Primary Academy has excellent facilities for children and staff. We have a wonderful learning environment with enthusiastic, happy and motivated children who enjoy learning.

If you have an equal passion for helping children to become the best that they can possibly be, then we are currently looking for an HLTA to join us. SEND experience preferred but not essential.

You will have:

- A passion for working with children and developing their learning
- A commitment to high standards of achievement and attainment
- A firm but restorative approach when necessary
- Lots of enthusiasm and a child centered focus
- Good communication skills, both written and spoken
- Confidence and accuracy in spelling, punctuation and basic arithmetic.

You will be able to:

- Build strong working relationships with children and staff
- Respect confidentiality
- Understand how children develop and learn
- Work as part of a team
- Keep accurate records.

We can offer:

- An opportunity to be part a team that puts children at the heart of everything it does.
- High quality induction and continuing professional development.
- A supportive staff, senior leadership team, governing body and parents.

Please download the application pack for more information and submit an application form to recruitment@nsnacademy.com. Please detail if you are interested in full or part time hours.

The application

You are invited to submit an application form to Mr Iain Owens via recruitment@nsnacademy.com.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Mr Iain Owens via the school office on 01502 563528.

The application process and timetable

Application deadline:	31/10/2022
School visits:	Can be arranged by calling the school office
Interviews:	TBC
Contract details:	Initially fixed term to 31 Aug 2023
Salary:	Grade 4 - NJC Point 9 – 22 (FTE £21,269 - £27,514)
Start date:	ASAP

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post: Higher Level Teaching Assistant

Responsible to: Class Teacher/Phase Leader/Headteacher

Salary/Grade: Grade 4 FTE: £21,269 - £27,514

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.

Job Purpose

To be responsible for leading preplanned and prepared lessons/learning activities and to delivering these in either a subject specialism or key stage of the national teaching and learning curriculum to a whole class or groups as appropriate.

To be responsible for recording and reporting on development progress and attainment.

To manage and supervise pupil behaviour, and contribute to the maintenance of effective school administration

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main duties and responsibilities

To work in collaboration with teaching staff and school leaders to follow the strategic direction and development of National Curriculum provision in the school with the support of, and under the direction of the Head and Deputy Head Teacher(s) to:

Contribute to a positive ethos in which all pupils have access to a broad, balanced and relevant curriculum;

Liaise with staff, parents/carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision within their class.

Consider the views of both pupils and parents/carers and to respond appropriately

Teaching and Learning:

Develop a classroom environment and support teaching practice which secures effective learning across the breadth of the National (including Foundation Stage) Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline.

Support the identification of, and provision for pupils with additional educational needs.

Regularly monitor progress of pupils within their class and feed back to teaching staff so they can plan provision accordingly

Evaluate the effectiveness of their teaching and learning by work analysis and use these analyses to guide future improvements.

Ensure setting of realistic and challenging expectations for pupils in their class, providing useful and appropriate feedback as required by the school.

Liaise effectively with staff to ensure the successful transition of pupils through the school

Contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.

Relationships with Staff:

Achieve constructive working relationships with all staff

Direct, organise and manage the work of support staff within the classroom,

Provide regular information to senior staff on class progress.

Effective deployment of staff and resources:

Maintain and develop class resources & co-ordinate their deployment and monitor their effectiveness in meeting the class objectives.

General Duties:

Promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.

Take on any additional responsibilities which might, from time to time, be determined.

Other requirements:

- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

FACTORS	ESSENTIAL	DESIRABLE	MEASURED BY
<p>QUALIFICATIONS AND SKILLS</p> <p>Must have one of the following</p> <ul style="list-style-type: none"> • Level 2 qualification in English/Literacy • Level 2 qualification in Maths/Numeracy • Level 3 qualification in English/Literacy • Level 3 qualification in Maths/Numeracy • Qualified Teacher Status 	<p>Essential</p> <p>Essential</p>	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<p>SPECIAL KNOWLEDGE, ABILITIES AND/OR EXPERIENCE</p> <ul style="list-style-type: none"> • Evidence of excellent classroom practice with the ability to create a class atmosphere that is achievement orientated and to inject pace into a lesson, using strategies that build children’s self-esteem. • Evidence of the ability to raise standard significantly in own classroom and throughout the school. • Ability to provide a high quality, well differentiated education and expect high standards from all children. • Ability to contribute effectively to support team work. • Ability to communicate and work effectively with parents/carers and external agencies in partnership. • Enthusiasm for teaching, a positive philosophy and outlook, coupled with a good sense of humour. • Experience of teaching year groups within Foundation Stage/Key Stage 1/Key Stage 2 • The willingness and ability to move between key stages FS/KS1/KS2 if required. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>		<p>R O I</p> <p>R I</p> <p>R O I</p> <p>R O I</p> <p>R I</p>

<ul style="list-style-type: none"> • Full knowledge and understanding of the Foundation Stage Curriculum Guidance, National Curriculum and the National Primary Strategy. • To have ICT skills for both personal and classroom use. 	Essential		R O I
<ul style="list-style-type: none"> • Ability to communicate well, be an effective whole school team member. • Highly organised, with the ability to work on own initiative. 	Essential		R I
<ul style="list-style-type: none"> • Ability to ensure that policy and procedures are carried out correctly and effectively. • Ability to self-evaluate learning needs and actively seek learning activities. • Understanding of the need at all times for confidentiality and discretion. 	Essential	Desirable	R I
<ul style="list-style-type: none"> • Ability to engage in professional dialogue about the curriculum, school organisation, procedures and policies. • An understanding of the importance of safeguarding and child protection and the implications for pupils. 	Essential		A I
<ul style="list-style-type: none"> • Understanding of relevant policies, codes of practice and requirements. • Experience of regular use of an Interactive Whiteboard. 	Essential		R O I
<ul style="list-style-type: none"> • Willingness to develop ICT capabilities further and attend training. • Willingness to take responsibility for own professional development. 	Essential		R
<ul style="list-style-type: none"> • Use and encourage clear, articulate speech with excellent pronunciation and correct use of grammar. 	Essential		R I
	Essential		R O I
	Essential		R I
	Essential		R I

	Essential		R I
		Desirable	R I
		Desirable	O I
		Desirable	R I
		Desirable	R I
		Desirable	O I
PERSONAL QUALITIES			
<ul style="list-style-type: none"> • Flexibility of approach • Well organised • Supportive – able to work as part of a team • Able to respond to and seek advice 	Essential		R
	Essential		R O I
	Essential		R
	Essential		R
INTEREST AND MOTIVATION IN THE JOB			
<ul style="list-style-type: none"> • Enthusiasm for children’s learning 	Essential		A R O I
*Key: A=Application, R=Reference, O=Observation, I=Interview			