



**JUNCTION FARM
PRIMARY SCHOOL**

HLTA Level 4

APPLICATION PACK



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WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant,

I would like to take this opportunity to thank you for your interest in the post of Level 4 Teaching Assistant at Junction Farm Primary School. We are seeking to appoint an enthusiastic and talented HLTA who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

Junction Farm Primary School is situated in Eaglescliffe in the south of Stockton-on-Tees. We are a 2-form entry school with a EMP for Communication and Interaction.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Junction Farm Primary School and Vision Academy Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Kind regards

Louise Daly

Headteacher

Junction Farm Primary School



VACANCY

HLTA Level 4

Grade I SCP 19-22 (Actual Salary £22,597 - £23,802)

32.5 Hours per week

Permanent, Term Time only + 5 days

At Junction Farm Primary School we respect and value all staff and children as individuals. We are committed to making learning exciting and enjoyable, with the right support and challenge to achieve. We work in partnership with all adults and Trust members, to fulfil our belief that every child should be able to participate in all school activities in an enjoyable, safe environment, protected from harm.

We encourage our children to have a passion for learning by creating an engaging, fun and relevant curriculum. We aim to nurture well rounded, respectful and confident children, who will develop skills for life-long learning. During the curriculum journey, we encourage children to be creative, unique and open-minded.

At Junction Farm Primary School we take our role to prepare our children for life in modern Britain very seriously and ensure that the fundamental British Values are introduced, discussed and lived, through the ethos and work of our school. We want the children in our care to be independent, respectful of themselves and others in our school, our local community and the wider world. We aim to support and prepare every child to make a positive contribution to our rapidly changing society.

It is intended that through the design and delivery of the curriculum, and as a result of a strong and embedded ethos, that the children at Junction farm Primary School will be STARS.

We seeking to appoint an experienced, enthusiastic, inspirational and highly motivated HLTA to join our friendly and welcoming school. The role will initially be based in KS2, but you may be required to cover other classes id needed. The role will involve working in several different classes to cover PPA and management release time.

The successful candidate will:

- Have high expectations of the children both in terms of achievement and behaviour and be committed to raising standards.
- Be able to work effectively as part of a team and independently using their own initiative.
- Have experience of working across a range of different year groups.
- Believe passionately in creating an outstanding learning environment and opportunities to ensure all children achieve and make the best possible progress
- Have a talent for bringing learning alive and be successful in securing children's excitement for learning.



- Be able to communicate effectively with children, staff and parents.
- Have good Literacy and Numeracy skills.
- Meet HLTA standards or equivalent qualification or experience.
- Have a good understanding of the national curriculum framework and differentiation

We have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents

Junction Farm can offer you a professional challenge and a rewarding opportunity, working with a collaborative school that is passionate about the progress and development of every child.

Application forms and further details are available on the school's website [Junction Farm Primary School](https://www.junctionfarm.org.uk) or [Work for us \(valt.org.uk\)](https://www.vacancies@vision1590.org.uk) please return completed application forms addressed to L Daly, Head Teacher to Vacancies@vision1590.org.uk

Closing date: Monday 7 October 2024 at 09:00am

Interview date: To be confirmed

The 1590 Trust are in the process of consulting on the proposal to merge with Vision Academy Learning Trust (VALT) to form Vision 1590 Academy Trust with a proposed merger date of 01 September 2024.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

POST TITLE:	Teaching Assistant Level 4
GRADE:	I (SCP 19-22)
REPORTS TO:	Head Teacher
OVERALL REPONSIBILITIES	
To provide teacher PPA and management cover and to conduct intervention group work with children at other times.	
To work with and supervise individual and groups of children under the direction of the teacher, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all pupils and support in the classroom management and behaviour techniques.	
Management of other teaching assistants including deployment and performance management	

TASKS:

SUPPORT FOR THE PUPIL:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning, in conjunction with the teacher.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Encourage pupils to interact and work cooperatively with others and engage in activities. Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupil in relation to progress and achievement.

SUPPORT FOR THE TEACHER:

- Production of lesson plans, worksheets, learning objectives, etc within agreed system of supervision.
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson / work plans as appropriate within agreed systems of supervision.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Administer and assess / mark tests and accurately record achievement / progress.
- Support the role of parents / carers in pupils' learning and contribute to / lead meetings with parents / carers to provide constructive feedback on pupil progress / achievement etc.
- 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, providing evidence of the range and level of progress and attainment.

SUPPORT FOR THE CURRICULUM:

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.
- Support the delivery of local and national programmes effectively utilising all alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

SUPPORT FOR THE SCHOOL:

- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop multi-agency approaches.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Establish own best practice and lead specialist area and use to support others.
- Assist with the identification, planning and delivery of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours, which consolidate and extend in-school activities



PERSON SPECIFICATION

HLTA Level 4

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> Meet HLTA standards or equivalent qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE (AC) or NVQ Level 2 (or by test). 	<ul style="list-style-type: none"> Expertise in 1 or more of the curriculum areas
	Essential	Desirable
EXPERIENCE:	<ul style="list-style-type: none"> At least 5 years' experience as a Teaching and Learning Assistant or classroom assistant. Experience of managing whole classes (for example for PPA or covering short-term absence) Experience of planning, preparing and delivering learning activities for individuals/groups. 	<ul style="list-style-type: none"> Experience in more than one Key Stage
	Essential	Desirable
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> Knowledge of the requirements of the National Curriculum. Knowledge & understanding of the National Curriculum at KS2 Understanding of behaviour management strategies. Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for Teaching and Learning. Effective oral and written communication skills. Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts. Good organisational and time management skills. 	<ul style="list-style-type: none"> Understanding of First Aid procedures. Sound IT skills to support learning.



	Essential	Desirable
PERSONAL AND PROFESSIONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Friendly, approachable and professional manner • Calm approach • A commitment to working as part of the whole school team and supporting the vision and aims of the school • High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work • Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning • Able to improve their own practice through observations, evaluation and discussion with colleagues. 	

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



HOW TO APPLY

To Apply

Application forms and further details are available on the school's website – [Junction Farm Primary School – Junction Farm Primary School](#) or [Work for us \(valt.org.uk\)](#), please return completed application forms addressed to L Daly, Head Teacher to the HR team at Vacancies@valt.org.uk

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Visits to the Trust and Schools

Candidates who wish to visit the school prior to completing their application should contact the School Office Manager 01642 781586 to arrange a convenient time.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required. These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Confidential References

Two referees should be nominated, including one from your current/most recent employer. Those from an education setting must provide the Headteacher as one of their referees.

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EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions

All eligible staff automatically join either The Teachers' Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.



Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.



Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

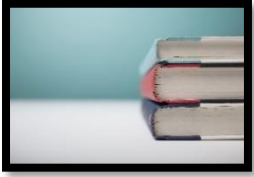
Corporate Benefits

We currently offer a range of benefits to staff including the following:



- Corporate membership to;
 - Escape Zone at Sporting Lodge - £30 a month (instead of £35)
 - £150 – 6 months
 - £300 – 12 months
 - Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Childcare voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)
- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

Policies and Procedures



Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



JUNCTION FARM
PRIMARY SCHOOL

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