



Whitehill Primary School

Higher Level Teaching Assistant:

Are you a Teaching Assistant or a Learning Mentor or an existing HLTA or a graduate with a link to education/learning or in a similar role, who wants to develop their teaching skills in a school which believes in nurturing and achievement for all, including staff? Would you enjoy opportunities and internal/external development? Do you want to be part of our supportive team?

This role will primarily be covering classes across the whole school. With excellent training and development on offer, this is a position that will allow you to grow.

The Role (will include)

- Covering classes across the whole school (Year 1 to Year 6).
- Working with large groups.
- Assessing / marking learning.
- Communicating with teachers to deliver planning.

This appointment will start as soon as possible. Salary is subject to negotiation but will be in the range KR6-7, depending on experience.

Visits to the school are actively encouraged. To arrange a visit please contact Lianne Pond, PA to the Headteacher, on 01474352973 or lpond@whitehillprimary.kent.sch.uk. Initial applications can be made on line or on downloaded application forms. Downloaded application forms should be emailed to lpond@whitehillprimary.kent.sch.uk.

Closing date: Sunday 4th November (midnight), 2018

Interviews: Monday 12th November, 2018

Information about the school

Our School is a vibrant school that became an Academy on 1st April 2014 as part of the Gravesend Grammar School Academies Trust. The School has committed staff who strive to ensure the pupils achieve the very best they can at all times.

The recent Ofsted Inspection (January 2017) judged the School as 'Good' stating that 'Pupils learn in a happy, safe and calm atmosphere.' We believe in creating the highest quality and exciting learning opportunities.

Our ethos of 'Happy, Helpful and Hardworking' pupils underpins everything we do and we pride ourselves on strong working partnerships with parents, governors and the community.

Please visit our website for an impression of the school and download an application form – www.whitehillprimary.kent.sch.uk.

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Whitehill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school will conduct all necessary safer recruitment checks before employment commences.

This post is subject to pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, reference checks, identity and proof of right to work in the UK. Whitehill Primary School is an equal opportunities employer

Job Description: Higher Level Teaching Assistant

Higher Level Teaching Assistant (HLTA) Role

To work under the instruction/guidance of senior/teaching staff to plan and support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Work may be carried out in the classrooms or outside the main teaching area.

Provide internal cover for whole class teaching.

Duties & responsibilities

Support for pupils:

- To plan, supervise and provide particular support for pupils, ensuring their safety and access to learning activities;
- Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in whole class situations and group situations
- To establish a constructive relationship with the pupils and interact with them according to individual needs;
- To promote the inclusion and acceptance of all children;
- To set challenging and demanding expectations and promote self-esteem and independence;
- To provide the necessary pastoral care to enable children to feel secure and happy;
- To provide feedback to pupils in relation to progress and achievement

Support for teachers:

- Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
- Monitor pupil's responses to learning activities and accurately record achievement as directed;
- Provide detailed and regular feedback about the children to the teacher;
- Contribute to the maintenance of children's progress records;
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Assessment and marking of children's work;

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

- Be aware of and comply with the procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all 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;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Where appropriate develop a relationship to foster links between home and school;
- Liaise, advise and consult with other members of the team supporting the children as appropriate;
- Contribute to reviews of children's progress as appropriate;
- Set a good example in terms of dress, punctuality and attendance;
- Prepare and present displays of children's work as required;
- Undertake other duties from time to time as required by the headteacher.

Arrangements for appraisal of performance:

The role of the HLTA will be monitored through the school's performance management programme and by members of the Senior Leadership Group.