



Welton St. Mary's Church of England Primary Academy

'Together we care, learn and thrive'



**Higher Level Teaching Assistant** 32.5 hours Monday to Friday termtime

**Grade range** : G6 scp 15-18 (£27'803- £30'296) pro rata

This is a fixed term post until August 31<sup>st</sup> 2025. (with the view to being extend should it meet the needs of the school)

**Start date:** 1<sup>st</sup> September 2024

This role is to support the high quality teaching and learning within the school. It will involve teaching across the primary age ranges including covering teacher absence, covering courses and delivering PPA and leadership time. This role requires the successful candidate to be highly flexible and be able to adapt to short notice.

Person Specification	Essential / Desirable
<b>Qualifications and Training</b>	
GCSE or equivalent in English and Maths grade 4 or above (or equivalent)	E
Have HLTA status [or qualified teacher experience]	E
Safeguarding training	E
Other relevant qualifications (e.g. Foundation Degree in Education)	D
Training in relevant strategies e.g. literacy / numeracy/ Active English, RWI	D
First aid training	D
<b>Experience</b>	
Current, relevant experience working in the primary classroom (minimum of 2 years)	E
Experience of meeting communication and language needs	E
Experience of planning, preparation and teaching within the classroom environment (individuals, groups and whole classes)	E
A good awareness of inclusion, especially within a school setting	E
Proven success of supporting the learning in the classroom with children with additional needs	E
Proven success of working with intervention groups and evidence of good progress made by learners	E
Experience of keeping records as required by the school- individual teacher's assessment records.	E
Experience of working across Key stages	D
Trained in RWI / Active English/ Active Spelling	D
leading and managing other support staff	D
Training or expertise in a relevant curriculum or other learning area	D

(e.g. ICT, maths or literacy)	
<b>Knowledge and Skills</b>	
A clear understanding of the vision for a Church of England School	E
To be involved in ongoing Professional Development	E
Ability to adapt work to meet individual needs and proven impact	E
Good behaviour management of groups of children	E
Able to plan and prepare activities	E
Proven evidence of impact following the delivery of school intervention or national initiatives	E
Planning and organisational skills	E
Basic ICT skills	E
Ability to work as part of a team	E
Ability to empathise with children	E
Good understanding of skills progression in English, phonics and maths	E
Ability to teach and deliver phonics programmes in line with school policy and adapt them to meet needs of children	E
A good understanding of the EYFS, Key Stage 1 and Key Stage 2 curriculum	E
Experience of working with children with Special Needs and proven impact on progress	E
Be able to demonstrate the HLTA Standards	E
Relevant policies, codes of practice and legislation including safeguarding	E
Develop their knowledge through the evaluation of their own learning needs	E
Be able to work independently	E
Provide detailed and regular feedback to teachers on children's achievements and progress	E
Be able to plan effective activities for pupils at risk of underachieving	E
<b>Personal Attributes</b>	
Communicate effectively to a range of audiences. Able to clarify and explain instructions clearly.	E
Remain calm under pressure and be able to adapt to change quickly	E
Form effective professional relationships including team working	E
Have excellent organisational and time management skills	E
Commitment to an ethos of high standards, personal fulfilment and academic/ personal success	E
Good attendance	E
A willingness to go above and beyond	D
A willingness to be flexible to meet the needs of the curriculum	D
Energy, stamina and determination	E
A sense of humour and ability to remain calm under pressure	E
Build and maintain effective relationships <ul style="list-style-type: none"> <li>• Prioritise, plan and organise themselves and others</li> <li>• Seek and take account of the views of others</li> <li>• Develop effective teamwork</li> </ul>	E

• Able to generate enthusiasm with pupils and Parents	
Able to organise own teaching resources and activities	E
Able to plan time effectively and meet deadlines	E
Convey personal enthusiasm and commitment	E
Loyalty with respect for confidentiality	E
Contribute to wider school initiatives and willing to lead an after school club	E
Commitment to keeping up to date with local and national initiatives	E
Attend school training sessions when required	E