



Higher Level Teaching Assistant - Music

Churchtown Primary School



Dear Applicant,

Thank you for your interest in the position of HLTA - Music at Churchtown Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our pupils. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

ENDEAVOUR LEARNING TRUST

OUR SCHOOLS





Dear Applicant,

Thank you for your interest in the position of HLTA - Music at Churchtown Primary School.

I am delighted to send you the enclosed information about our school. I hope you will find it helpful and on behalf of the whole school community, we would like to take this opportunity to extend a very warm welcome.

Churchtown Primary is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for children and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

At the core of these roles lie curriculum and teaching and learning. The successful candidates will have experience of leading a broad, balanced and inspiring curriculum and high quality teaching and learning. Most important to this end is a genuine sense of collaborative effort. The impact of the curriculum will be evidenced through the analysis of student performance and outcomes.

If you would like to visit us or if you would like to discuss any aspect of this post further, please do not hesitate to contact us.

Yours faithfully,

Mrs Jinnie Payne
Headteacher

HLTA

Part time, Permanent & Term time only

Grade 7 SCP 19-25

£29,777 - £33,945 pro rata

£19,555 - £22,293 per annum

A truly exciting opportunity has arisen to join our incredibly supportive and committed team. We wish to appoint a dynamic, motivated and skilled HLTA with a passion for music. Our school is on a journey of continuous improvement and we are keen to recruit an individual who is passionate about supporting our children to learn, inspiring creativity and a love of music.

The successful candidate will teach music to children in small groups and classes from Nursery through to Year 6. The postholder will be the Subject Leader for Music in school and help build the Music curriculum content, working on the implementation and impact of this alongside a member of our Senior Leadership team.

The role will involve delivering the Music curriculum in school, leading whole school singing assemblies and helping deliver the wider opportunity of Music. It would be advantageous if the candidate specialises in an area and can confidently play one or two instruments (eg. Drummer, Guitarist)

Our children regularly play Music in the community, performing at local churches or care homes. All of our staff are ambitious for our young people and are driven to ensure that they receive the very best education possible, in a calm and nurturing environment. We are leaving no stone unturned to raise standards across our school, as we strive to provide our pupils with the experiences and outcomes that they deserve. We welcome applications from highly motivated and enthusiastic practitioners who are eager to be a part of our exciting journey.

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust team.
- Access to the Teachers/Local Government Pension Scheme (as appropriate)
- Free on-site parking
- Access to company car lease scheme
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This position is part time, permanent and term time only plus inset days. 8:30am – 4pm, 4 days a week.

HOW TO APPLY

To apply, please complete our application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust. Please return to vacancies@endeavourlearning.org

Applications should be submitted by 9.00am on Thursday 4th July 2024

Interview date is to be confirmed

If you require any further information please contact our Recruitment Manager, Mollie at m.fairhurst@endeavourlearning.org

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.



JOB DESCRIPTION

To plan, teach and deliver Music to cohorts of pupils across the school, from Nursery through to Year 6, delivering the lessons in line with the school's policies, and assessing progress using the school's tracking system.

To lead on the development of the Music curriculum, alongside a member of Senior Leadership team.

Support for Pupils

- Plan for and deliver music lessons in line with the expectations of the school curriculum, working under the supervision of the Deputy Headteacher.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.

Support for Teachers

- Provide feedback on lesson content, student responses to learning activities and student behaviour, to teachers and pupils.
- Promote the music curriculum across the school, supporting staff with their understanding of our music offer and upskilling staff where appropriate
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning strategies
- Organise and manage appropriate learning environments and resources.
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate student 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 student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Work in accordance to the school's behaviour policy and guidelines to anticipate and manage behaviour constructively, promoting self-regulation and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.

Support for the Curriculum

- Lead on the development of the music curriculum, supported by a member of the senior leadership team, to support all pupils to make excellent progress in music
- Plan and deliver appropriate learning opportunities to pupils, adjusting any activity according to pupil responses/needs.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.

- Actively seek information regarding, and utilise, the range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs.
- Actively seek information regarding, and utilise, Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
- To register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To undertake other duties appropriate to the post that may reasonably be required from time to time including breakfast, lunchtime and after school enrichment and support sessions.

Support for the School

- Comply with and assist with the development of policies and procedures relating to 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.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils. This includes liaison with peripatetic music teachers.
- Attend and participate in regular meetings. Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be responsible for the provision of out of school learning activities within guidelines established by the school.
- Assist teachers in offering mentoring support and guidance to other learning support assistants undertaking formal training.
- To support wider music opportunities and events
- To lead music assemblies across the school
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

Corporate Responsibilities

- To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.
- Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and pupils to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional development.
- Compliance with the school's Health & Safety policy, undertaking risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	App Form	Interview
Qualifications			
NVQ Level 2 or equivalent qualification in English/Literacy	E	<input checked="" type="checkbox"/>	
HLTA qualification or higher	E	<input checked="" type="checkbox"/>	
Experience			
Experience of working with or caring for children of relevant age	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working in a relevant classroom/service environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of Administrative work	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of supporting pupils with challenging behaviour	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of delivering NTP programmes	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of resources preparation to support learning programmes	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use of ICT as a support to learning	E		<input checked="" type="checkbox"/>
Understanding of statutory frameworks relating to teaching and learning	E		<input checked="" type="checkbox"/>
Knowledge, Skills & Abilities			
Can confidently play one or two musical instruments	E	<input checked="" type="checkbox"/>	
Knowledge of the national curriculum for music	E		
Knowledge of how music links to the EYFS curriculum	E		
Ability to build effective working relationships with all pupils	E		<input checked="" type="checkbox"/>
Ability to work as part of a team	E		<input checked="" type="checkbox"/>
Good communication skills	E		<input checked="" type="checkbox"/>
Ability to relate well to parents/carers	E		<input checked="" type="checkbox"/>
Ability to supervise and assist pupils	E		<input checked="" type="checkbox"/>
Time management skills	E		<input checked="" type="checkbox"/>
Organisational skills	E		<input checked="" type="checkbox"/>
Knowledge of classroom roles and responsibilities	E		<input checked="" type="checkbox"/>
Knowledge of the concept of confidentiality	E		<input checked="" type="checkbox"/>
Ability to adapt own approach in accordance with pupil needs	E		<input checked="" type="checkbox"/>
Administrative skills	E		<input checked="" type="checkbox"/>
Knowledge of Foundation Stage/National Curriculum	E		<input checked="" type="checkbox"/>
Knowledge of numeracy and literacy strategies	E		<input checked="" type="checkbox"/>
Ability to assess and report on the progress of children	E		<input checked="" type="checkbox"/>
Ability to make effective use of ICT	E		<input checked="" type="checkbox"/>
Ability to assess children's development	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to plan and deliver work programmes	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal Attributes			
To have high expectations of all pupils, respect for their social, cultural, linguistic, religious and ethnic backgrounds; commitment to raising educational achievements.	E		<input checked="" type="checkbox"/>
Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E		<input checked="" type="checkbox"/>

Able to improve their own practice through evaluation and discussion with colleagues.	E		<input checked="" type="checkbox"/>
Flexible attitude to work	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other			
Commitment to safeguarding and protecting the welfare of children and young people	E		<input checked="" type="checkbox"/>
Commitment to equality and diversity	E		<input checked="" type="checkbox"/>
Commitment to health and safety	E		<input checked="" type="checkbox"/>
Commitment to attendance at work	E		<input checked="" type="checkbox"/>
Commitment to undertake in-service development	E		<input checked="" type="checkbox"/>
Commitment to gain clearance through the Disclosure and Barring Service - (clearance is required before confirmation of employment)	E		<input checked="" type="checkbox"/>