



Higher Level Teaching Assistant

ORMSKIRK SCHOOL



Dear Applicant,

Thank you for showing an interest in Ormskirk School, part of the Endeavour Learning Trust.

If you feel you share our values, have the vision, passion and drive to work in education and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

Our School

Our school community is built upon shared core values. Our belief in opportunity for all means that we are an inclusive and aspirational school, encouraging all to fulfil their individual potential and enjoy their learning. Although we have been through a difficult time recently as a school we are now enjoying rapid and sustainable development in partnership with Endeavour Learning Trust.

Our Values:

- Truly Collaborative
 - 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 everyone in our Trust, our families and the communities we serve
- People Centered
 - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- Inclusive
 - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- Unique
 - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- Aspirational
 - 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 best potential

Our commitment is to make Ormskirk School and Sixth Form College a place where everyone is proud to belong.

Our family ethos is tangible; we work as a team; we want the best for everyone. But we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Burnham
Headteacher

HLTA

Full time, Permanent, Term time only

£29,777 - £33,945 pro rata

£25,178.22 - £28,702.51 per annum

Do you want to make a real impact? Are you interested in making a fundamental difference to the life chances of our students? If yes, then read on and consider applying for this role.

We are looking to appoint an experienced HLTA to plan, teach and deliver a range of 1:1 and small group interventions to Key Stage 3 and Key Stage 4 children, who have been identified as requiring additional support to make rapid progress in different areas including reading. The role will also involve a small mentoring responsibility to other support staff.

We are looking for an individual with a passion for working with young people, who has a commitment to ensure that all children make the best possible progress in their academic, social and independent skills. Our core aim is to provide children with the skills, knowledge, attitudes and confidence which are necessary to enable them to make informed choices for themselves. The children experience a wide range of learning opportunities that are intended to develop them academically and personally.

Why you?

- You are creative, flexible and kind in your approach to supporting children to achieve their best
- You demonstrate good communication skills and show commitment to working in a caring, supportive team
- You have a clear understanding of the importance of safeguarding

Why us?

- Join a positive, supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing services
- Encouragement of further and continued professional development
- Term time only employment which supports long holidays

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.

ADDITIONAL DETAILS

37 hours per week Monday to Thursday 8:30am – 4:30pm and Friday 8:30am – 4:00pm

This position is full time hours, permanent and term time only

HOW TO APPLY

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

Applications should be submitted by 9am on Friday 15th March 2024

Interviews are to be held on Thursday 21st March 2024

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

SAFEGUARDING

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



HLTA

Ormskirk School

To complement the professional work of teachers by taking responsibility for various programmes under an agreed system of supervision.

This will involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Main Activities

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Develop and implement IEPs
- Support students consistently whilst recognising and responding to their individual needs
- To mentor other support staff

Support for the Teacher

- Organise and manage appropriate learning environment and resources
- 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
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

PERSON SPECIFICATION

	Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or REF
QUALIFICATIONS	NVQ Level 2 or 5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	E	AF
	HLTA qualification or higher	E	AF
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	E	AF
EXPERIENCE	Experience of working with or caring for children of relevant age	E	AF
	Experience of working in a relevant classroom/service environment	E	AF
	Experience of administrative work	D	AF
	Experience of supporting pupils with challenging behaviour	E	AF
	Experience of delivering English intervention programmes	E	AF
	Experience of delivering NTP programmes	D	AF
	Experience of resources preparation to support learning programmes	E	AF
	Use of ICT as a support to learning	E	
	Understanding of statutory frameworks relating to teaching and learning	E	AF/I/R
SKILLS AND ATTRIBUTES	Ability to build effective working relationships with all pupils	E	AF/I/REF
	Ability to work as part of a team	E	AF/I/REF
	Good communication skills	E	AF/I/REF
	Ability to relate well to parents/carers	E	AF/I/REF
	Ability to supervise and assist pupils	E	
	Time management and organisational skills	E	AF/I/REF
	Knowledge of classroom roles and responsibilities	E	AF/I/REF
	Knowledge of the concept of confidentiality	E	I/REF
	Ability to adapt own approach in accordance with pupil needs	E	AF/I
	Administrative skills	E	AF/I
	Knowledge of National Curriculum	E	AF/I
	Knowledge of English and Maths strategies	E	AF/I
	Ability to assess and report on the progress and development of children	E	AF/I/REF
	Ability to make effective use of ICT	E	AF/I/REF
	Ability to plan and deliver work programmes	E	AF/I/REF
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	AF/I

	Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	E	AF/I
	Able to improve their own practise through evaluation and discussion with colleagues.	E	AF/I
	Flexible attitude to work	E	AF/I
OTHER	Commitment to equality and diversity	E	I
	Commitment to health and safety	E	I
	Commitment to attendance and punctuality at work	E	I
	Commitment to safeguarding and protecting the welfare of children and young people	E	I
	Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
	Compliance and adherence to the document 'Guidance for Conduct'	E	I
	Clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I