



Churchfield Primary School
Higher Level Teaching Assistant (HLTA)
Application Pack

Post title	Higher Level Teaching Assistant
Location	Churchfield Primary School Snydale Road Cudworth Barnsley S728JR
Salary & Grade	Qualified - Grade 7 SCP 18 – 23 FTE £24,982 - £27,741 Actual £17,558 - £19,497 OR Unqualified - Grade 6 SCP 12 – 17 FTE £22,183 - £24,491 Actual £15,591 - £17,213 (Please note a qualified HLTA is classed as a person that holds HLTA status.)
Hours	Full Time, Permanent 30 hours per week Term time only plus insets

Waterton Academy Trust is looking to appoint a highly motivated and committed Higher Level Teaching Assistant to join our team at Churchfield Primary School, a two form entry school, located in Cudworth, Barnsley, from September 2021.

Churchfield Primary School joined Waterton Academy Trust in 2019. The Trust consists of 13 primary phase schools in the Wakefield and Barnsley area. As part of this Trust both staff and children enjoy varied opportunities for collaboration in all areas of the curriculum

We are committed to providing a stimulating, creative environment so that all children enjoy learning, make outstanding progress and reach their potential. School is constantly striving to provide high-quality learning opportunities, which engage, challenge and inspire all our pupils. We are looking for a very special person to join our Team from September 2021. This is an excellent opportunity for an ambitious and talented individual to take a key role in our team.

We are looking for someone with a genuine passion for education – someone who is driven to make a difference to the lives of the children they work with.

In choosing a Higher Level Teaching Assistant (HLTA), we will be looking for someone who:

- Is committed to inclusion and excellence
- Can facilitate PPA cover by covering classes across the full age range in school
- Has the highest expectations of themselves and others
- Has a willingness and ability to obtain and/or enhance qualifications and training for development within the post
- Demonstrates good language and numeracy skills
- Is able to assist the class teacher and other professionals as appropriate in the development and implementation of suitable educational activities
- Is able to plan, prepare and deliver lessons in conjunction with the class teacher
- Is able to monitor and assess children's progress through marking and providing clear feedback to the class teacher

- Is an excellent communicator and able to work well in a team
- Is a supportive and welcoming presence in the classroom and develop positive working relationships with parents
- Understands how children learn and use their initiative to meet individual's needs
- Is patient, nurturing, able to stay calm, listen, and value children's views

In return we can offer:

- The support and expertise of the school's outstanding leadership team and governing body with a clear vision of raising standards of teaching and learning
- Children who love learning
- A stimulating and creative learning environment
- An opportunity to work with a passionate and dedicated team of staff
- A happy and caring school community
- A commitment to support your continued professional development through a network of experienced professionals across the primary academies within Waterton Academy Trust
- The opportunity to contribute to school improvement
- A health and wellbeing package
- A cycle to work scheme
- An excellent pension package

Dear Applicant



Thank you for your interest in the post of Higher Level Teaching Assistant at Churchfield Primary School. We hope that this pack provides you sufficient insight and information to decide if you have the right qualities, skills and experience to apply for the position.

Our Trust came into being on the 1st September 2014. Our 13 primary, infant and junior schools are currently situated within the Wakefield and Barnsley areas and consist of well over 3000 pupils.

This is an exciting time for all concerned with the trust as we enter into a new phase of development. The reshaping of our focus and renewed drive for excellence will undoubtedly lead to improved opportunities and outcomes for all.

People are at the heart of our organisation. We invest heavily in our children, staff, Trustees and Governors, ensuring that we all benefit from being part of the Waterton family. We seek to create a fertile environment for growth, to share best practice, develop expertise, draw on local, national and international research, and form partnerships within and beyond the trust.

Working for Waterton you will have the opportunity to shape the lives of not only those in your care within your own school, but contribute to the wellbeing of all those in the Waterton family. As a key leader in the development of our provision, you will also have the opportunity to work alongside partners from across the trust and the wider system leaders' network.



Given the trust's ambitions for excellence, we are seeking to employ outstanding individuals to join our team. We require highly skilled professionals that can contribute to the development of our provision and support our academies in providing our children with the best possible learning experience. If this is you, then we would be delighted to hear from you.

Yours sincerely,

Dave Dickinson OBE

Chief Executive Officer



Dear Colleagues

On behalf of the Academy Standards Committee of Churchfield Primary School, thank you for applying for the position of HLTA at Churchfield Primary School.

The school provides a vital role in the local community in both providing a good standard of education for our children but also in providing a focal point and a point of contact for our families during times of trouble, particularly as we have been experiencing during the current pandemic.

Churchfield Primary School has provided, on the same site, a continuous source of education to thousands of Cudworth children for over 120 years. Whilst the exterior of our building does not look very much different from what it did in 1901, the inside is a modern and vibrant teaching environment with a very stable, committed, and enthusiastic staff base and with excellent school – family relationships.

Governors work very closely with staff, management, parents, and pupils and very closely with Waterton Academy Trust to ensure that our school provides a safe, caring, and inclusive environment in which children can learn and grow. It has been my privilege to be Chair of Governors and Safeguarding Governor since October 2017 and I am very fortunate to have a stable and committed group of governors who all share the same aspirations for our school, the pupils, their families, and our staff and the wider Waterton family.

We would anticipate that any staff member in our school would value the place our school has in the local community, the common history we share in helping shape the lives of the children of our village, share our inclusive, caring ethos and commitment to continue to provide an excellent caring, learning environment.

Churchfield Primary School is all about the children and families of our village.



The role of HLTA is essential to the successful running of school and provides the opportunity to make a difference to the lives of our children. We are looking for an ambitious, committed and outward-facing individual who will have a positive impact on our children, and bring strength to our staffing team – enabling all children to 'Grow, Achieve & Shine'.

Nigel Leeder
Chair of Governors



Dear Colleagues

On behalf of all the children, staff and governors at Churchfield Primary School, I would like to thank you for your interest in becoming part of our team.

We are looking for an enthusiastic, dedicated and hard-working HLTA on a full-time permanent basis to cover PPA session across school and facilitate management time for other leaders in school. This HLTA position is essential to successful development of school.

Grow, Achieve & Shine are so much more than words or a motto. At Churchfield Primary School we enable all children to grow as independent learners, achieve more than they ever believe they could and shine as unique individuals. Our school is a very special place, having been the beating heart of our community for over 120 years, we respect the lessons of the past whilst looking to the difference we can make in the future. Preparing our pupils for life in an ever-changing world, developing curious, well-rounded individuals who are determined to succeed. We are very proud to be recognised as a Yorkshire Sport Centre for Excellence, and focus on developing the whole child.

Our pupils enjoy coming to school and have a great love for learning. They are inspired by and benefit from many positive experiences which enhance our unique, broad and relevant school curriculum that prepares pupils for 21st century life. Our school ethos is built upon our core values of Passion, Determination, Teamwork, Honesty, Respect and Self-Belief and we strive to instil these values in all of our pupils and wider community. The ability to build strong relationships with all stakeholders is pivotal to the role. Our parents often comment that school goes 'above & beyond'.

We are a fully inclusive school that meets the needs of all children by using 'best endeavours' to develop academic and socio-emotional skills. We have a dedicated and hard-working staffing team that work tirelessly to ensure that all of our children grow, achieve and shine.

Mr J Bean

Head of School (Headteacher from September 2021)



I love working at Churchfield, the staffing team are like a family and everyone is so supportive. We work together to gain the best possible outcomes for our children and community.

Miss S Thomas

Y2 Teacher





About Our School

Our school is an above-average sized primary school based in the heart of the ex-mining community of Cudworth. The village is part of the Metropolitan Borough of Barnsley, located four miles to the north-east of the town and approximately three miles from the West Yorkshire border. Cudworth is home to three primary schools, with Churchfield being the largest and having the most varied catchment



Ofsted 2018: *The school is a happy and lively place, where pupils feel safe and well cared for. You nurture the pupils in your care through a very strong pastoral team that many parents and carers say goes 'above and beyond'. Pupils are resilient and want to learn. As a result, they have positive attitudes to learning.*

We are on a journey as part of Waterton Academy Trust. The school is currently rated Good by OFSTED and we are determined to build on this good practice and embed excellence throughout.

A strength of our school is our inclusivity. We have a high number of pupils with complex needs with an EHCP average of 5% over three years. The majority of these pupils struggle to access mainstream education in other settings. This was recognised by OFSTED in 2018 'school goes above & beyond for all pupils'.

The wellbeing of our staff is important to us. In September 2020, 90% of staff members reported that they felt supported, and 100% of staff members felt happy to work at school.

School has been recognised with a range of awards, and is a Yorkshire Sport Centre of Excellence. We place great emphasis on sport, physical and mental health with an example being our daily mile challenge.

Collaboration has always been at the heart of our practice and we currently have a number of staff who are supporting other schools through various SLE projects, Trust support work and the Barnsley Alliance.



Working at Churchfield is something I love to do. This school is about people. Children, staff and families, we are all in this together.

Tracy
Wellbeing Manager



Why Choose Churchfield?

We are a close community who care for each other and value everyone's contribution.

We have children who behave well and try their hardest at all times.

Our parents and carers are very supportive and contribute positively to school life.

Our Governors are committed and support leaders in achieving the very best outcomes.

We are able to call upon expertise from across the trust. Colleagues collaborate and share best practice through many network groups.



About the Trust



Our vision is to create a collaborative of schools that work together to deliver excellence; a collective where teaching and learning is paramount and children enjoy and engage in a rich and relevant curriculum. We strive to foster a culture of high aspiration amongst all our students and to create an environment where everyone reaches their full potential, regardless of their social, economic or cultural background and where success truly is a shared experience.



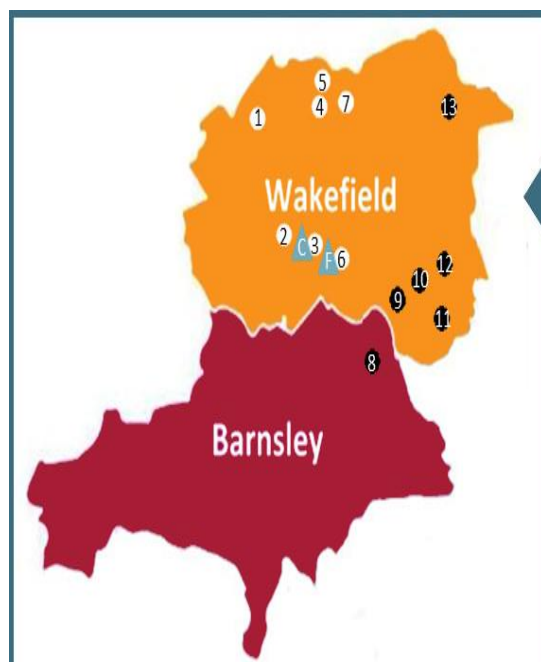
The creation of the Centre for Excellence (CfE) is the single most important development the trust has delivered in recent years. The centre has become the beating heart of our school improvement strategy, CPD offer, partnership working and the main conduit for our blended learning provision. Our School Improvement Team are based in the CfE and leaders from across the trust work alongside them to develop practice and provision. The trust believes that excellence can only be delivered through investing in people and providing them with the resources they need to deliver. The CfE is one example of how we do that.

The trust has maintained a manageable geographical partnership area, one where academy staff and central team colleagues are able to travel between each other within a reasonable time frame. There are currently thirteen academies in the trust, all are within the Wakefield and Barnsley boundaries and therefore find it easy to attend INSET, CPD and trust events. The trust has adopted a Hub Model to further support collaborative working and allow for future growth.



I joined Waterton as an apprentice and have enjoyed three years of professional development. I feel that I have grown into a valued member of the Central Team. I am loving working within the excellent resource that is the CfE.

Jack
Digital Media Officer



Waterton Offices

C – Centre for Excellence
F – Finance Office

West Hub Schools

- 1 – Wrenthorpe Academy
- 2 – Sharlston Community School
- 3 – Walton Primary Academy
- 4 – Normanton Junior Academy
- 5 – Lee Brigg Infant and Nursery School
- 6 – Crofton Infants' School
- 7 – Normanton Common Primary Academy

East Hub Schools

- 8 – Churchfield Primary School
- 9 – King's Meadow Academy
- 10 – West End Academy
- 11 – South Kirkby Academy
- 12 – Ackworth Mill Dam School
- 13 – Cherry Tree Academy



Why Choose Waterton?

Everything we do is about creating a team of committed professionals who share our ambition for young people.

We are committed to providing employees with a safe, healthy and supportive environment in which to work.

We seek to reduce disadvantages, discrimination and inequalities of opportunity. We promote diversity.

We recognise the need to support staff to enable a healthy work life balance.

We are able to draw upon expertise from across the trust. Colleagues collaborate and share best practice through a number of trust wide networks.

Our partners are of the highest quality and colleagues have the opportunity to work alongside sector leaders such as the EEF and Research School Network.

Flexible working arrangements are promoted across the trust where possible, to enable our staff to manage their work life and family commitments.





About the Trust (Continued)

Partners and Projects

Investing in people and in partnerships is key to ensuring excellence and is something that as a trust we are extremely passionate about.

Quality professional development is delivered by colleagues from across the trust to all members of our team.

We are proud to call ourselves an outward facing organisation and are advocates of sharing best practice and being contributors to the wider system leaders' network. We therefore encourage colleagues to take up opportunities and engage in projects outside of the trust.

Below are examples of some of the partners, projects and opportunities that Waterton Academy Trust colleagues experience.

I started my teaching career as an ITT student through the Waterton and Leeds Trinity partnership. I enjoyed the ITT course and found the training on offer, especially within Waterton, to be extremely beneficial. The course was challenging, supportive and a great deal of fun. The fact that there is a job at the end for successful students is the cherry on the cake!

Robyn

Year 2 Teacher (RQT)



Education
Endowment
Foundation

A collaborative partnership between Wakefield Local Authority, Wakefield System Leaders and Doncaster Research School. Supported by funding from the Education Endowment Foundation and Wakefield Council. The primary project is led by Waterton's CESO and Waterton LLEs are involved throughout.

A partnership through which EBE and Waterton Academy Trust (and the broader Waterton network) collaborate to offer professional learning to teachers and leaders.



**Evidence Based
Education**



Apprenticeships

The desire to invest in all colleagues has seen the trust become an apprenticeship provider. The first apprenticeship to be designed was the Level 3, Supporting Learning in Primary Schools. The trust is currently designing further courses to support early career progression.

Investing in future leaders has seen the trust create a strong relationship with Learners First. Colleagues have full access to NPQ courses, with NPQH and NPQEL cohorts working together in the CfE.



Job Description

Title	Higher Level Teaching Assistant
Accountable to	Headteacher or Line Manager nominated by Headteacher

Purpose of the Post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

Responsibilities

1. Support for Pupils

- 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.
- Develop and implement Individual Education Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance. ☐
Provide feedback to pupils in relation to progress and achievement.

2. Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- 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 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.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans, etc.

3. Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies, e.g., literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- 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' interest and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

4. 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 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.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Expectations of All Employees

- Be aware of and comply with 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 equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Additional Information

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibilities for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Reports any faults in equipment and resources to Team Leader

Customers and Clients

To supervise and ensure the health and safety of children at all times.

Working Conditions

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

Characteristics of the post

The employment checks are required:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.

Personal Specification

Title	Higher Level Teaching Assistant
Accountable to	Headteacher or Line Manager nominated by Headteacher

AF: Application Form

I: Interview

CQ: Certificates/Qualifications **R:** Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Higher Level Teaching Assistant status OR willingness working towards this. (Level 4)	X		AF
	Level 2 Numeracy/ Literacy OR willingness to work towards	X		AF
	Training in relevant learning strategies e.g. literacy	X		AF
	Management qualification e.g. Level 3 ILM Certificate in First Line Management OR		X	AF
	Level 4 ILM Endorsed Certificate (Skills for Middle Leaders)		X	AF
	Specialist Skills/ Training in Curriculum or Learning area e.g. Bilingual, sign language, I.C.T.)		X	AF
Experience				
Ability to undertake duties of the post	Previous experience of working with children of the relevant age range in a learning environment	X		AF/I
Knowledge				
Includes abilities	Full working knowledge of relevant policies/codes of practice legislation.	X		AF/I
	Working knowledge and experience of implementing national/ foundation stage curriculum and other relevant learning programmes/strategies .	X		AF/I

	Constantly improve own practice/ knowledge through self-evaluation and learning from others.	X		AF/I
	Good understanding of child development and learning processes	X		AF/I
	Understanding of statutory frameworks relating to teaching	X		AF/I
	Appropriate knowledge in First Aid	X		AF/I
Physical Skills				
	Effective use ICT to support learning	X		AF/I
Suitability to work with children and young people				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks	X		I/R DBS Disclosure
Additional Requirements				
	Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust	X		I
	Committed to professional development in connection with the post	X		I
	Work in accordance with the Trust's core values and behaviours	X		I
	Travel in connection with the post	X		I
	A commitment to safeguarding and promoting welfare for all	X		I



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Waterton Academy Trust's strength lies in its people. Everyone is very open and supportive; I can approach colleagues for advice and guidance when it is needed. The school improvement team are skilled and knowledgeable, and I have the opportunity to work alongside valued peers in other schools nearby. Because of this network of dedicated Waterton colleagues, I can focus on each child fulfilling their potential in school, which is the fundamental tenet of the Trust.

Clare
Headteacher





“

I am both proud and privileged to be part of Waterton Academy Trust, which strives to provide an outstanding education for all its children. It is a place where individuals are nurtured, valued and encouraged to flourish and succeed. Commitment, passion and hard work are rewarded with opportunity for personal development; in my own case I have undertaken a journey from Class Teacher, to School Leadership, Trust Lead for our Initial Trainee Teachers and now embarking on a National Professional Qualification for Headship. The ethos of our Trust is 'success is a shared experience', I have wholeheartedly found this to be the case and I am honoured to be part of it.

Sally

Deputy Headteacher, Class Teacher

Next Steps

Further Details

Interested candidates are encouraged to visit Churchfield Primary School. Candidates can rest assured that visits will be conducted in a COVID secure manner. Prospective candidates should contact the school on 01226 710 523 to arrange an appointment.

To Apply

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Completed applications are to be returned to e.holliday@watertonacademytrust.org or to the school address by the closing date below.

Selection Timeline

- Closing date: Friday 25th June 2021 at 10am
 - Shortlisting: Friday 25th June 2021 - PM
 - Interviews: Thursday 1st July 2021
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Waterton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for the successful candidate, this process is completed by an online third party company. The position is also subject to two satisfactory references.

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request'

Waterton Academy want to ensure that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.



I feel so lucky to be part of it all!

Vikki

Chief Operations Officer





WATERTON

ACADEMY TRUST®



Waterton Academy Trust
The Grove, Walton,
Wakefield,
WF2 6LD