



### **Candidate Information**

Higher Level Teaching Assistant  
Salford Priors C of E Academy

# About the Multi Academy Trust



## The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

## Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

## Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth

## About the Role

The Trust is looking to appoint an inspirational and highly effective Higher Level Teaching Assistant who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £24,496 per annum FTE (Actual £18,670.94)
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Leigh Friedmann at [school.office@salfordpriors.covmat.org](mailto:school.office@salfordpriors.covmat.org) to make arrangements.

Please note the closing date for applications is 28<sup>th</sup> August 2023. Completed applications and supporting documents should be sent via email to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place 29<sup>th</sup>-30<sup>th</sup> August 2023 for a start date of 5<sup>th</sup> September 2023 or earlier if possible subject to safer recruitment checks having been completed.

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to nineteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

## Coventry Diocese

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Mrs April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'I believe that schools are at the heart of the church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*The Diocese is proud of its Church of England Schools which educate about 18,300 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working with the values of Jesus Christ every day.*

*Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'*

Bishop Christopher



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
The Benn Education Centre  
Craven Road  
CV21 3JZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP

# Higher Level Teaching Assistant

## Job Description

### PURPOSE AND SCOPE OF JOB ROLE

- To support pupils' learning in a range of classroom settings across the school (from EYFS to Year 6) leading whole classes where the assigned teacher is not present.
- To support the work of a qualified teacher and, under an agreed system of supervision, have responsibility for agreed learning activities.
- This involves undertaking specified work (see \* below), involving planning, preparing and delivering learning activities to individual pupils/groups or, short term, for whole classes and monitoring, assessing, recording and reporting on pupil development, progress and attainment.

\* Under S133 of the Education Act 2002, **specified work** is defined as:

- a) Planning and preparing lessons and courses for pupils
- b) Delivering lessons to pupils. Includes delivery via distance learning or computer aided techniques.
- c) Assessing and recording the development, progress and attainment of pupils.
- d) Reporting on the development, progress and attainment of pupils.

'Pupils' includes work with individual pupils as well as groups and whole classes.

(^ Under the Education (Specified Work and Registration) Regulations 2003 and its accompanying guidance, each class or group for timetabled core and foundation subjects and RE must be assigned a qualified teacher to teach them).

### REPORTING

The post holder will report to the Headteacher.

### MAIN DUTIES

#### Support to pupils

- Lead pupils' learning in a range of classroom settings (from EYFS to Year 6), including working with whole classes (where the assigned teacher is not present), using detailed knowledge, experience, specialist skills and training.
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage in all activities.



- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Support pupils with additional needs to be successful within a classroom setting, working with individuals or small groups.
- Monitor and provide for the care, safety and welfare of pupils.

### **Support to teachers**

- Organise and manage learning activities (including learning environment and resources) in ways which keep pupils safe.
- Under agreed system of supervision, plan and prepare teaching and learning objectives, adjusting activities/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives.
- Objectively assess, provide feedback and reports as necessary on pupil development, progress and achievement.
- Within the school's behaviour policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Support the role of parents in pupils' learning and contribute to meetings with parents to constructively feedback on pupil progress/achievement.
- Administer and assess/mark tests.
- Where relevant, direct and guide the work of other adults supporting teaching and learning in the classroom.

### **Support to the curriculum**

- Deliver learning activities to pupils with an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Use ICT effectively to advance learning and develop pupils' confidence and independence in its use.
- Devise, organise and manage safely the learning activities, teaching space and resources, taking account of pupils' interests, language and cultural backgrounds.
- Use their area(s) of expertise to support the planning and preparation of learning activities in this area(s), e.g. a subject area, SEND.



## **Support to the school**

- Assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and comply with these. Report concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher.
- Contribute to the overall ethos/work/aims of the school and attend daily worship.
- To plan and deliver lessons for whole classes.
- Ability to teach French, music or RE as part of PPA cover, desirable.
- To cover classes at short notice as directed by the Headteacher/Deputy Headteacher.
- To attend staff meetings as requested and relevant CPD.
- To provide personal/hygiene support to pupils as required by personal plans.
- To keep informed of school policy and updated information.
- To participate in the performance review system.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

## **PLACE OF WORK**

The principal place of work will be Southam St James C of E Academy.

## **WORKING WEEKS**

The post is for 39 weeks per year. This includes all the weeks the pupils attend and an additional 5 training days.

The annual salary includes an allowance for holidays and bank holidays which will be paid in twelve equal amounts.

## **SPECIAL ATTRIBUTES**

- Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children.

- Ability to work flexibly across a range of ages and stages in the school.
- Ability to demonstrate behaviours which support the core values of the MAT.

### **PROTECTION OF CHILDREN AND YOUNG PERSONS**

Any offers of employment will be subject to a Disclosure and Barring Service (DBS) check, a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1	A good general education, including GCSE English and Maths or equivalent, ideally grade 5 or above in maths and English	X		X		
2	Hold HLTA status, by meeting the national professional standards for the higher level teaching assistants (HLTA status has equivalence to NVQ level 4) or a commitment to achieve within 2 years of commencing post.	X		X		
<b>Professional Experience and Knowledge</b>						
1	Have considerable experience of working to support children/pupils' learning across Key Stage 1 and 2.	X		X	X	
2	Have detailed understanding of schools' policies and how they relate to local and national framework/policies for learning.	X		X		
3	Good communication and listening skills and able to present information, verbally and in writing	X		X		
4	Able to take responsibility for an area of learning/development.	X		X	X	
5	Relates well to children, parents, staff and other professionals.	X		X		
6	Communicates professionally and sensitively, taking into account wellbeing of all, showing empathy when working with other staff and pupils	X		X	X	
7	Able to exercise initiative and independent action.	X		X		
8	Able to adapt teaching styles to the needs of groups of individual pupils.	X		X		
9	Have previous experience of teaching French. Music or RE		X	X		
10	Have understanding of and experience of ICT as a learning tool.	X		X		
11	Able to organise and lead activities for parents and/or children.	X		X	X	
12	Have a good knowledge of how to support pupils with SEND, ideally including ASD within a classroom.	X		X	X	
13	Be proactive in offering ideas and contribute to whole school review.		X	x		

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Higher Level Teaching Assistant**.

Signed .....

Date .....