

Candidate Information

HLTA

St Bartholomew's C of E Academy

About the Multi Academy Trust



The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

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



St Bartholomew's

Church of England Academy

Achieve, Believe, Celebrate - with faith anything is possible!

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.

Grade G £22,571 FTE, actual £19,002

Hours will be 35 per week, 8.30am – 4pm, Monday to Friday. Term time only + 5 teacher training days.

Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact Teresa Shannon at Teresa.shannon@stbarts.covmat.org or telephone 02476 458960 to make arrangements.

Please note the closing date for applications is 12pm Monday 20th June 2022. Completed applications and supporting documents should be sent by email to clusterhr@covmat.org

Interviews will take place W/C 20th June 2022.

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 eighteen 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

Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

April Gold, Diocesan Director of Education

'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 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in 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 to 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

St Bartholomew's Academy is an outstanding school where all individuals, making up its school family, are encouraged to 'Achieve, Believe, Succeed'. Christian and personal qualities underpin relationships and 'the work of the school forming the foundation for all we do'. These have been developed with the help of the pupils and they link closely with the positive behavioural strategies which result in exemplary behaviour from all pupils regardless of background or ability. The school proclaims its Christian status through symbols, such as the wide variety of crosses, areas of reflection in each classroom and the peace garden, where the 'Litany of Reconciliation' is displayed. Pupils of all faiths, backgrounds and abilities, when questioned, are very positive about their learning, the teachers and adults who support them and the respect for their friends and peers. SIAMS 2017



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



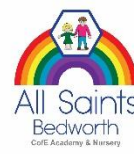
St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Central MAT Office
The Diocese of Coventry Multi Academy Trust
St James CofE Academy
Barbridge Road, Bulkington,
Bedworth, CV12 6EA



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 and Nurture Provision) 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 and the Nurture Provision), 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.
- 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 disciplinary 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 and invigilate exams/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.
- May co-ordinate a school activity (e.g. extra-curricular activities/work experience/home-school liaison/SEND work).
- 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.
- 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 and 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 St Bartholomew's 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
Qualifications and Experience						
1	A good general education, including GCSE English and Maths or equivalent.	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		
Professional Experience and Knowledge						
1	Have considerable experience of working to support children/pupils' learning.	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		
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		
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	Able to organise and effectively deploy TA to support the needs of pupils in the class	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		
12	Able to supervise and train NVQ or work experience students.		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