



**Sidney Stringer**  
**Primary**



**Sidney Stringer**  
**Multi Academy Trust**

# Information Pack

## Higher Level Teaching Assistant

### Grade 4 8.30 -4.45pm

### September 2021





# Sidney Stringer Primary

Sidney Stringer Primary Academy opened in September 2015 with two forms of entry for reception children. It is part of the Sidney Stringer Multi Academy Trust, which includes Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy and Sidney Stringer Academy.



Sidney Stringer Primary has 360 children across Reception, Year 1 - 5 and is over subscribed. In September 2021 we will admit another 60 children into Reception and our Year 5 children will move into Year 6. The school will then be at full capacity of 420 children.

In our recent Ofsted inspection, we were judged Outstanding in all areas. We work extremely hard to ensure the children are inspired by high quality creative teaching. We have established an excellent reputation within the community and have good relationships with our parents. We work extremely closely with Sidney Stringer Academy and benefit from shared teaching staff. There are also many opportunities to work collaboratively across other MAT schools.

We have excellent facilities and a new building with high quality new resources and state of the art technology, which we use to ensure that all our children make outstanding progress.

We have a strong and effective team of teachers and Learning Support Assistants. You will be part of this team helping to ensure that the children make excellent progress.

We go above and beyond to help our children achieve well. We pride ourselves on our pastoral care and committed to ensuring sure all children are treated as individuals.





# What are we looking for?

We are seeking to appoint an enthusiastic and committed HLTA. Ideally, you will have a good knowledge of Key stage 2. However, you may work in key stage 1 or key stage 2 depending on your experience, strengths and our need. You will work closely with the class teachers as well as being expected to work independently with individuals and small groups, plan, and prepare for this. You will need to have good behaviour management skills or the ability to develop them.

You will be supporting learning in the classroom as well as planning and running after school activities and lunchtime supervision. Our Primary school will offer before and after school care for the children. This role is intended to plan and run this provision.

This could be a great opportunity for someone who wants to consider a career in teaching. Many of our Learning Support Assistants in recent years have gone on to PGCE or School Direct courses or SCITT courses and have found their experience as Learning Support Assistant invaluable.



## Fantastic opportunity

This is a really exciting time to join a school that has already established itself as a high quality provider and where there are many professional development opportunities on offer as the school continues to grow.



# Why work at Sidney Stringer Multi Academy Trust?

**There are many benefits to staff  
working at Sidney Stringer**

- 100% attendance - 1 day off following year
- Staff Development- High quality programme and subsidies for Master's degree courses
- iPads for teaching staff and class sets for lessons
- Free tea and coffee



- Social committee with subsidised events
- Occupational health and counselling support

- Cycle Scheme
- Childcare voucher Scheme
- Free parking
- Free Flu jabs
- Long service awards



## JOB DESCRIPTION – Higher Level Teaching Assistant (Grade 4)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Head teacher

Hours: Monday to Friday 8.30 a.m. to 5.45p.m.  
Term time only to include 5 teacher training days.

Job Purpose: Under the instruction/guidance of class teacher and within the overall ethos of the Academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specific support for those with special education needs. Enable access to learning for children and assist the teacher in the management of children and the classroom. Work may be carried out in the classroom or in other teaching areas.

In relation to the individual child

- To develop an understanding of the special educational needs of the child/ children concerned.
- To take into account the child/ children special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with children, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce learning
- To assist children with physical needs
- To help children record work in an appropriate way
- To help keep the children on task and to build motivation
- To model good practice
- To help build the child/ children confidence and enhance self esteem
- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To prepare materials and resources
- To prepare children beforehand for a task
- Use strategies, liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified children's progress
- To work as part of the team in relation to individual children, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service training

Specific to Grade 4

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision
- To plan, prepare and deliver learning activities for individuals/groups
- To be responsible for the management and development of a specialist area within the school
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- To develop and implement Individual Support Plans
- To implement specific teaching programmes
- To plan and deliver fun but educational after school activities.

Any other tasks as directed by the Head which fall within the range of the post.

To undertake any other duties that may be reasonably deemed part of the role.

#### Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

#### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

#### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

## PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualification and Training</b>	Good numeracy/literacy skills  NVQ3 or above	Evidence of qualifications in this area  Education to A level or its equivalent and beyond  Qualifications in ICT
<b>Experience</b>	Evidence of having worked with children.	Relevant work experience in a similar environment Experience with after school care.  Experience of working with primary aged children and with children with SEN.
<b>Qualities, Skills, Knowledge and Abilities.</b>	A positive interest in working with children  Knowledge of relevant policies/codes of practice and awareness of legislation.  General understanding of National Curriculum, the foundation stage and other basic learning programmes  Ability to relate well to children and adults; sense of humour  Adaptability  Able to work on own and as part of a team  Ability to build good working relationships with a range of colleagues  A clear communicator  Ability to work calmly and with patience	An interest in ICT  Knowledge of phonics or ability to learn.
<b>Health</b>	A good attendance record  Evidence of the stamina required to cope with the demands of the post	
<b>References</b>	Supportive	

***All employees of Sidney Stringer Academy are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***



## How to apply

If you are ambitious for yourself and want to be part of our school at this really exciting time then we would like to meet you. Please complete the attached application form and send it electronically to: [ccrofts.staff@sidneystringeracademy.org.uk](mailto:ccrofts.staff@sidneystringeracademy.org.uk) [no hard copies to be sent in the post].

**The closing date for this post : Friday 2<sup>nd</sup> July 2021**

Interview date: **Friday 9<sup>th</sup> July**

If you would like further information or have any questions then please email

[ccrofts.staff@sidneystringerprimary.org.uk](mailto:ccrofts.staff@sidneystringerprimary.org.uk)

We look forward to receiving your completed application form.