



**NEWPORT  
COMMUNITY  
SCHOOL  
PRIMARY  
ACADEMY**



**Job Application Pack  
Higher Level Teaching Assistant  
(HLTA)**



## Welcome!

Thank you for your interest in applying for the post of Higher Level Teaching Assistant at Newport Community School Primary Academy. We are delighted you are considering working at our school. We are a large Primary School running from Nursery to Year 6.



Newport Community School Primary Academy is part of a supportive and collaborative Multi-Academy Trust, the Tarka Learning Partnership, currently comprising of 1 secondary school, 7 primary schools, the teacher training organisation known as Devon Primary SCITT and the Devon Training School Partnership.

Further information regarding our school can be found on our website. If you would like to find out more about the role please contact Laura Kies, Headteacher at [admin@newport.tarkatrust.org.uk](mailto:admin@newport.tarkatrust.org.uk).

Should you have the qualities, experience, skills and commitment to make a success of this challenging, yet exciting and no doubt rewarding role in our school and the passion to support the children within, then we would be delighted to hear from you.



## Advert

- Role:** Higher Level Teaching Assistant (HLTA)
- Remuneration:** Grade E, £28,282 - £31,364 pro rata for term time hours (actual salary £12,109 - £13,429), to start September 2024.
- Position:** Permanent
- Working Pattern:** 18.5 hours per week  
39 weeks per year  
Tuesday, Wednesday, Thursday  
08:30 – 15:30 with a 50 minute unpaid lunch break
- Closing Date:** Wednesday 15<sup>th</sup> May 2024
- Interview Date:** Thursday 23<sup>rd</sup> May 2024

Join our amazing team at Newport Community School Primary Academy as a Higher Level Teaching Assistant (HLTA) and kickstart your journey into the world of teaching! Starting in September 2024, this permanent position would be perfect for passionate individuals eager to make a difference in the lives of young learners.

As an HLTA, you will be working across our whole school community, from the 3 year olds in our nursery to the 11 year olds in year 6, providing regular cover for classes. You will collaborate with our experienced team to design and deliver inspiring lessons and nurture pupil wellbeing. If you are an experienced or early career teacher looking to broaden your experience across the primary age range or an experienced teaching assistant looking for your next step, our outstanding and supportive environment is the perfect launchpad for your career.

We are seeking candidates with excellent communication skills, a dedication to fostering learning, and a can-do attitude. You'll take on responsibilities, including planning and delivering lessons from across the full range of foundation subject areas, assessing student progress, and contributing to curriculum development. Training will be given in the school's specific IT software, but the successful candidate will need to be confident in the use of Word, Excel and PowerPoint.

At our school, you will find yourself surrounded by motivated pupils, a supportive team, and ample opportunities for professional growth. If this sounds like the perfect fit for you, please give our office a call on 01271 376252 for an informal chat or to arrange a visit to our school. Apply now to embark on an exciting journey with us!

Please note that fluency in English is essential for all verbal aspects of the role. Additionally, in line with our commitment to safeguarding and promoting the welfare of children and young people, all staff and volunteers are expected to share this dedication. Our appointment process includes rigorous safer recruitment procedures, receipt of satisfactory references, and an enhanced DBS check with Children's Barred List clearance.

An application form and more information about our school can be found by visiting our website at <https://www.newportprimary.devon.sch.uk/vacancies>

We do not accept CV's.

Please return completed applications to: [applications@newport.tarkatrust.org.uk](mailto:applications@newport.tarkatrust.org.uk)



**JOB DESCRIPTION:**  
**Higher Level Teaching Assistant**  
**(Grade E)**

<b>Responsible to:</b>	Headteacher, Senior Leaders.
<b>General Information:</b>	<p>To complement the professional work of teachers by taking responsibility for aspects of curriculum delivery. This will involve the planning, preparation and delivery of lessons for whole classes and assessing recording and reporting of pupils' achievement, progress and development.</p> <p>Learning support may also take place outside the main teaching area. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p>
<b>Support for Teaching, Pupils &amp; their learning</b>	<ul style="list-style-type: none"> <li>• Follow a planned and prepared work schedule, approved by teaching staff</li> <li>• Deliver the breadth of the curriculum to a range of different year groups</li> <li>• Prepare lessons based on established schemes of work</li> <li>• Prepare resources for lessons where required</li> <li>• Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.</li> <li>• Monitor and evaluate pupil responses to learning activities against predetermined learning objectives.</li> <li>• Provide objective and accurate feedback in line with the school Feedback and Marking Policy and report to class teachers as required on pupil achievement and progress. Record progress and achievement in lessons/activities in line with the school's assessment procedures.</li> <li>• Use IT effectively to support learning activities and develop pupils' competence and independence in its use.</li> <li>• Where available, deploy teaching assistants effectively to best support the academic and behavioural needs of pupils in the class or group</li> <li>• Manage behaviour in line with the school Promoting Positive Behaviour Policy.</li> </ul>
<b>Support the School:</b>	<ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and GDPR, reporting concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support achievement and progress of pupils.</li> <li>• Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development.</li> </ul>
<b>Line Management responsibilities where appropriate</b>	<ul style="list-style-type: none"> <li>• Liaise between managers/teaching staff and teaching assistants as and when necessary.</li> <li>• Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy. Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Promoting Positive Behaviour Policy.</li> </ul>
<b>Professional Values</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in Appraisal and Professional Development, including attendance at relevant staff development (internally and externally) and apply the knowledge.</li> <li>• Commitment to adopt, adhere and work within Trust policies and procedures and help identify, minimise and eliminate any Health and Safety issues in the workplace.</li> <li>• Value diversity and promote equal opportunities.</li> <li>• Ensure that all information in relation to the Trust is treated with discretion and strict confidentiality at all times.</li> <li>• Demonstrate a high level of courtesy and care at all times.</li> <li>• Commitment to the Safeguarding and welfare of children at all times</li> <li>• Recognises the value and benefits of team working.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Support the ethos, aims and vision of the Trust and the school.</li> <li>• Support the Trust and the school in its drive to raise standards for all pupils.</li> <li>• Support the enhancement and operation of the learning environment of the Trust and the school.</li> </ul>

## PERSON SPECIFICATION:

### HLTA

**Note:** Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.

Professional Qualifications and Training	Essential	Desirable
English and Maths GCSEs Grade 4 or above (Old grade C)		
Teaching Assistant Qualification		
HLTA Qualification		
Qualified Teacher Status		
Training or experience relevant to the role		
Willingness to participate in other/and or further development and training opportunities		
<b>Experience</b>		
Worked in a primary school environment or alongside children/young adults		
Effectively supporting the needs of children with a range of needs		
<b>Knowledge and understanding</b>		
Good understanding of how children develop and learn		
Have a clear understanding of the importance of safeguarding and keeping children safe		
Secure understanding of Special Educational Needs and Disabilities and current legislation		
Awareness of the requirements of the National Curriculum and Early Years Foundation Stage		
<b>Skills, abilities and professional attributes</b>		

Ability to work flexibly as part of a team appreciating & supporting the role of others in the team.		
Ability to lead and manage others		
Have confidence & strategies to respond and support the needs of children with SEND		
Be able to promote the ethos and vision of the school		
Have commitment to professional growth and development		
Be able to use initiative and work independently		
Development and implementation of SEND plans and reports when required		
Build and maintain positive and nurturing relationships with children		
Use IT confidently		
Confidence to effectively communicate both through written and verbal communication to children and adults		
Have a strong commitment to Inclusion and equal opportunities		
A commitment to safeguarding of all children		

## Application, Interview & Selection

You will be selected for interview entirely on the contents of your application form, **CV's will not be considered**. Please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria. If you are shortlisted for interview the selection process will comprise: a short skills test in maths and English; an opportunity to demonstrate how you would support learning with a small group of children, and a formal interview.

**Please ensure all supporting information is included in the Statement of Application section of the application form, additional documents will not be accepted.**

You are invited to complete the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail address.

Please return applications forms electronically to

[applications@newport.tarkatrust.org.uk](mailto:applications@newport.tarkatrust.org.uk)

The closing date for this application is Wednesday 15th May 2024.

**Newport Community School Primary Academy and the Tarka Learning Partnership are committed to safeguarding and promoting the welfare of all our pupils and expect all employees and volunteers to share this commitment. All posts are subject to an enhanced DBS check.**



## Recruitment Process

Short-listed candidates will be invited to attend a selection process which will be held on Thursday 23<sup>rd</sup> May 2024. Times will be confirmed but candidates should allow the whole day.

All candidates must bring the following documents with them:

- Documentary evidence of the right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name & address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies are not sufficient.

You will be asked to sign your application form on the day of interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications **before interview**. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Offers of employment are made subject to receipt of satisfactory references, medical fit for work clearance and receipt of enhanced DBS check.

