



Gusford Primary School

HLTA (Higher Level Teaching Assistant) Job Pack
Permanent





Gusford Primary School

“Together we believe, learn & achieve”

Letter from the Headteacher

Thank you for your interest in the post of Higher Level Teaching Assistant (HLTA) at Gusford Primary School.

Gusford Primary School converted to become an academy in 2013 as part of the Active Learning Trust (ALT). I joined the school as Headteacher in September 2017.

Ofsted visited in November 2018 and although Gusford retained an overall rating of **Requires Improvement**, the effective work of the new leadership team was recognised with a grading of **Good** for **Leadership & Management** alongside **Good** for **Personal Development, Behaviour and Welfare**. Inspectors noted that *“Collectively, senior leaders are an effective team. They are well thought of and respected by staff. All staff are motivated to support continued improvement. They value the training opportunities they access. This was confirmed by the Ofsted staff questionnaire, where staff report feeling proud to work at Gusford.”*

The successful candidate will join our staff team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our pupils.

The school has 600 pupils and has a good reputation for supporting them to develop positive learning behaviours and works with organisations such as PiXL to develop this nationally. More recently the school has embarked on a partnership with the NAHT Aspire programme.

The Local Governing Body share the ambition that every child will transfer from Gusford having been expertly taught, as well as confident and skilled to maximise the benefits and opportunities offered in their next stage in learning in secondary education.

As the school is a member of a Trust, it is part of a wider network of supportive schools. The Ipswich Hub (currently three primary schools and one secondary) and ALT schools from the Lowestoft and Cambridgeshire hubs, engage in regular school-to-school improvement networks, leadership development and CPD opportunities.

Being part of the ALT enables our school to work collaboratively, not only with the Trust, to improve the outcomes for all our children, but in partnership with parents/carers and the local community.

Visits to our school are strongly encouraged; please contact our School Business Manager to arrange. Once again, thank you for your interest and we wish you every success in your application.

Yours sincerely

Claire Claydon

Headteacher

Advertisement



Gusford Primary School

"Together we believe, learn & achieve"

Sheldrake Drive Ipswich IP2 9LQ

Tel: (01473) 682148 Fax: (01473) 692142

Email: admin@gusfordprimary.net Website: www.gusfordprimary.net

Headteacher : Mrs C Claydon

Higher Level Teaching Assistant (HLTA) – Required as soon as possible

Grade & Salary: E Point 12 (£19,363 pro rata)

Hours: 32.5 a week (8:30 – 3:45 Monday to Friday - Term time + 5 PD Days)

Gusford Primary School seek a highly motivated and enthusiastic Higher Level Teaching Assistant. This is an excellent opportunity to join Team Gusford.

Successful candidates will be able to demonstrate:

- They meet the Higher Level Teaching Standards or equivalent qualification
- They have a diverse set of skills which will enable them to be flexible in working with a range of age groups
- An enthusiasm for working with children
- An ability to work creatively and strategically
- The ability to manage a diverse workload
- They are an innovative and reflective practitioner who is keen to learn
- A willingness to learn and develop new skills
- A commitment to improving the life chances of every child
- A positive 'can do' attitude

What we can offer you:

- A rewarding and enjoyable position in a primary school environment
- A friendly team of school staff who will be very keen to welcome you and work with you to provide the best opportunities to their children
- A firm commitment to your personal and professional development

Gusford Primary School is part of The Active Learning Trust: www.activelearningtrust.org . As a Trust school we pride ourselves on working in close partnership in order to benefit our pupils, staff and community. Policies are available to view on the Active Learning Trust and Gusford Primary School websites. Our school website is: <http://www.gusfordprimary.net>

Visits to the school are warmly welcomed. For further details or to arrange a visit please contact Vicki Martin, our School Business Manager, on 01473 682148 or email miss.martin@gusfordprimary.net

Closing date for applications: Thursday 2nd May 2019 @4pm

Interviews: Wednesday 8th May 2019

Gusford Primary School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check.

About Gusford Primary School

Gusford Primary School provides education for up to 650 children aged from 4 to 11 years and is able to cater for an annual intake of up to 90 children. We are situated in the Chantry area of Ipswich. The school was opened in 1962 and became an academy in 2013 with the Active Learning Trust.

The school has 21 classrooms, a Nursery class, 2 halls, a learner swimming pool, computer suite and a number of group rooms and resource areas. The school serves the Brookwood, Thorrington Park, Belstead Hills and Chantry area of South West Ipswich. There are pleasant grounds with much landscaping around the site.

Ofsted visited in November 2018 and although Gusford retained an overall rating of **Requires Improvement**, the effective work of the new leadership team was recognised with a grading of **Good** for **Leadership & Management** alongside **Good** for **Personal Development, Behaviour and Welfare**. Strengths listed in the report were:

“Leaders, governors and the trust demonstrate a steadfast determination to improve the school.”

“Attainment across the school is rising. Newly implemented approaches in teaching and learning are used consistently across the school. They are having a positive impact.”

“The school’s work to promote pupils’ personal development and welfare is good and a strength of the school. Throughout the school, pupils are polite, courteous, friendly and welcoming. Pupils show respect and take care of each other.”

“Relationships among pupils – and between teachers and pupils – are of high quality. Adults promote caring, trusting relationships with pupils and between pupils. These are raising pupils’ self-esteem and confidence.”

“Much work has been done with parents and carers to improve communication and work in partnership to support pupils at home and in school. Overall, parents value leaders’ work and are generally positive about the differences made. One parent summarised the views of the majority, saying, ‘I am happy with the direction the school is headed in.’”

“There is a securely embedded safeguarding culture across the school. Staff know their pupils very well, and the quality of relationships with pupils is a strength of the school.”

“Since their arrival at Gusford Community Primary School, the headteacher, deputy and assistant headteachers have made rapid improvements in dealing with weaknesses throughout the school. They acknowledge there is still more to do – particularly in ensuring that the quality of teaching, learning and assessment is consistently effective – but demonstrate determination and resilience in ensuring that standards continue to rise.”

The successful candidate will join our staff team at an exciting time in the schools development, as we continue with our ambition and relentless determination to improve outcomes for our pupils.

School Values

During the Spring term 2018 we consulted with our stakeholders on our school values, in order to ensure they were still valid and meaningful. In September 2018 we launched our new motto and

values. The new Gusford Primary School motto is **‘Together we believe, learn & achieve’**. Our new school values are **Kindness, Honesty, Respect, Confidence and Responsibility**.

Active Learning Trust

The ALT brings together experienced and successful practitioners who share a collective belief in the effectiveness of school improvement, the primacy of performance management and the potential of new technology to enhance learning.

Gusford Primary School is located within our Ipswich hub, which brings together 4 schools:

Chantry Academy (11-16)

Gusford Primary

Hillside Primary

Sidegate Primary

There are a further two ALT Hubs located in Lowestoft and in Cambridgeshire, and this provides the opportunity for schools to be part of a learning community that extends across local authority boundaries.

In September 2017 the Trust opened a new 11-16 Secondary school and an all-age Special school in a shared community campus. Approval has also been given for the Trust to sponsor two free schools in the primary phase, one in Chatteris in Cambridgeshire, and one in Ipswich in Suffolk.

The Trust has the strong moral purpose of enabling schools to deliver high levels of achievement for all pupils, regardless of socio-economic circumstances, family situation or ethnic background.

The Trust will secure and sustain improvement in schools by providing leadership and support through academy sponsorship, by working with local governing bodies to strengthen their leadership and strategic delivery and through contracted work with school leaders and their teams.

In our academies and the schools that we work with, we will:

- Establish strong and effective leadership
- Deliver good governance as a non-negotiable element of our work
- Develop and sustain a strong and rapid trajectory of improvement
- Ensure a calm and purposeful learning environment
- Maintain robust systems of performance management
- Champion broad and balanced curricula, well integrated with the needs of business, local communities and the realities of work beyond school
- Harness the developing potential of information technology
- Ensure community 'ownership'
- Promote the sharing of expertise and effective practice across academies and schools
- Provide value for money services, delivered at minimised administrative cost
- Build capacity by nurturing a collaborative network of school improvers
- Ensure community 'ownership' of our Academies and schools and that they are seen as the schools of choice by their communities
- Foster and sustain strong links with further and higher education

Job Description



Gusford Primary School

Job Title	HLTA (Higher Level Teaching Assistant)
Grade	E Point 12 (£19,363 pro rata)
Reports to	An assigned teacher
Responsible for	Line management of staff
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	Provide learning activities for classes under the professional direction and supervision of a qualified teacher. Gusford HLTAs will plan, prepare and deliver lessons and assess, record and report on development, progress and attainment
Principal Accountabilities	Use teaching and learning objectives to plan challenging teaching and learning objectives and to evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning Deliver learning activities to pupils, adjusting activities according to pupil responses/needs
Duties	<p><i>SUPPORT FOR TEACHERS</i></p> <ul style="list-style-type: none"> • Organise and manage appropriate learning environment • 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 • Be responsible for recording progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment • Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence • Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc. <p><i>SUPPORT FOR PUPILS</i></p> <ul style="list-style-type: none"> • Establish productive working relationships with pupils, acting as a role model and setting high expectations • 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

	<ul style="list-style-type: none"> • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to pupils <p><i>SUPPORT FOR THE CURRICULUM</i></p> <ul style="list-style-type: none"> • 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' interests and language and cultural backgrounds
General	<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, equal opportunities, 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 • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

The Person Specification



Gusford Primary School

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful recent experience working with children in a learning environment Meet Higher Level Teaching Assistant standards Educated to NVQ Level 4 or equivalent
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid Understand classroom roles and responsibilities and your own position within these Full working knowledge of relevant policies/codes of practice/legislation
	Literacy	Excellent reading and writing skills equivalent to at least NVQ Level 2
	Numeracy	Excellent numeracy skills equivalent to at least NVQ Level 2
	Technology	Full working knowledge of ICT to support learning
Communication	Written	Ability to write complex reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to apply a range of behaviour management policies and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Excellent working knowledge and experience of implementing national curriculum and other relevant learning programmes Good working knowledge of specialist curriculum area(s) if appropriate Good understanding of statutory frameworks relating to teaching
	Child Development	Excellent understanding of child development and learning processes Ability to assess and record progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Work effectively as part of a team and contribute to group thinking, planning etc Ability to work with parents and carers to improve support for children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure To be flexible Follow instructions accurately Use own initiative and work independently
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively Ability to adapt quickly and effectively to changing circumstances, situations
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others

NAHT Aspire

In September 2017 Gusford Primary School began a 3 partnership with NAHT Aspire, you can find out more about this school improvement programme on their website <http://nahtaspire.co.uk>

Other information

This post would be suitable for an NQT or an experienced teacher.

How to apply

Do take a look at the school website www.gusfordprimary.net and the website for ALT our multi-academy trust www.activelearningtrust.org to get a flavour of what we offer. The best way to find out about a school is to visit and this is very strongly encouraged.

To arrange a visit, or if you need any further information or you wish to have an informal discussion please contact our School Business Manager Miss Vicki Martin

Phone: 01473 682148

Email: miss.martin@gusfordprimary.net

To apply, you will need to send your completed application and supporting statement* by email to miss.martin@gusfordprimary.net

*Please ensure your supporting statement references the person specification included in this job pack.

If shortlisted for interview you will be asked to bring to your interview:

- A completed self-disclosure form (SD2)
- A completed Fitness to Work declaration form
- Your passport
- Copies of your post A-Level qualifications.

Closing date for applications: Thursday 2nd May 2019 @4pm

Interviews: Wednesday 8th May 2019