

HLTA (English & Literacy) – Droylsden Academy

Start As Soon As Possible

Candidate Information Pack



Great schools in which to learn, teach and belong.

The Trust Schools

Droylsden Academy

Droylsden Academy is an 11-16 Co-Educational School in Tameside, Greater Manchester. It is currently rated 'Good' by Ofsted (2022) and hosts 932 students, 55.5 FTE teachers and 58.5 FTE support staff. The school is over-subscribed, has an impressive modern building and is in a very strong financial position.



www.droylsdenacademy.com

Mossley Hollins High School

Mossley Hollins High School is an 11-16 Co-Educational School in Tameside, Greater Manchester. Mossley Hollins High School was recently inspected by Ofsted. At the time of advertising this role, the final inspection report is still being finalised. This is an exciting time for the school as the team builds on the many strengths highlighted within the report. We are committed to ensuring that our students, staff, parents and community benefit from all the school has to offer. Mossley Hollins hosts 889 students, 50.5 FTE teachers and 27.7 FTE support staff. One reason it has fewer support staff than the academy is that it is a PFI school, where facilities management and catering services are operated by the PFI provider. The school is over-subscribed, has an impressive modern building and is in a healthy financial position.

www.mossleyhollins.com



Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@droylsdenacademy.com

To apply for the role please complete the application form – available for download from our website and return it to hr@droylsdenacademy.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 16th May 2023

Closing date for Applications: 7th June 2023 at noon

Interviews Date: Interviews to be held as soon as possible after the closing date.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 2 days of the closing date, please assume your application, on this occasion has been unsuccessful.

Safer Recruitment

Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

The Candidate Privacy Notice can be viewed on the website at: www.tret.org.uk/vacancies/droylsden-academy-vacancies/

The schools within the Tame River Educational Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job description	
The Tame River Educational Trust and Droylsden Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	HLTA (English & Literacy)
Reporting to:	Faculty Leader
Hours & Salary	The normal working hours shall be 36 hours a week, term-time only, and such additional hours as are necessary for the proper performance of the duties required of this role. The salary for this position will be paid on the NJC Scale F points 17 – 22 (currently the full-time equivalent salary range is £26,845 - £29,439, and will be pro-rated to reflect the term time only nature of the contract, the actual salary range for this position is currently £23,089 - £25,320, with a pay award pending.
Role Overview	<p>To independently tutor and supervise individuals and groups of children in order to accelerate their progress and learning in English and Literacy, working in close liaison with teaching staff and leaders to plan and deliver accelerated tutoring to ensure students catch-up with their learning, enabling them to do well and access the full Faculty.</p> <p>To work with the Faculty Leader of English and English teachers to support to lead the TA/Faculty Tutor Team in planning and delivery of the Intervention, Key Skills and Catch-Up group work-shops.</p> <p>To support teachers to ensure such students develop good and great attitudes to learning.</p> <p>To be attached to the Faculty Areas in Learning Support and English and work under the direction of the Faculty Leader, Learning Support and the Faculty Leader English, to tutor students and small groups who have been identified as having targeted literacy needs, including Y7 and/or 8 Catch-Up Groups.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>

<p>Child Protection and Safeguarding:</p>	<p>The Tame River Educational Trust and Droylsden Academy are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>
<p>Main duties and responsibilities:</p>	<p>Learning Support for Students:</p> <ol style="list-style-type: none"> 1. Deliver structured and agreed tutoring for the student(s) 2. Deliver all agreed interventions, recording achievements, progress, feedback and provide reports as necessary 3. Use ICT as appropriate in this work 4. Prepare, maintain, use and improve all resources required to meet the lesson plans/learning activity or tutorial 5. Comply with all policies and procedures related to child protection, health, safety, security, confidentiality and data protection 6. Liaise with other agencies as agreed and appropriate 7. Attend and participate in all meetings relevant to the role 8. Support enrichment and extra-curricular activities as required 9. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits and behaviour 10. Respond to the academic and pastoral needs of individual students 11. Promote our values of Politeness, Hardwork and Honesty and our excellent attitudes to teaching and learning (PRIDE): excellent presentation; learning resilience; independence; ability to meet deadlines; and, striving for excellence 12. Track and monitor the academic progress of individual students 13. Devise and tutor on all necessary intervention programmes (including Lesson 6) and planned group work 14. Provide feedback to students and their parents in relation to progress and achievement 15. To provide cover supervision in an emergency situation and as a last resort

When working in class with the Teacher:

1. Have a good prior knowledge and understanding of the key concepts and skills identified in the schemes of work so that support can maximise benefits to teacher and student(s);
2. Challenge and support students to access and benefit from the teaching and Faculty on offer
3. Secure students' independent approaches to their work in class and ***avoid dependence on you***;
4. Monitor, track and evaluate students' oral and written responses to their learning through observation and planned recording against pre-agreed learning objectives;
5. Provide objective and accurate feedback and reports as required (with evidence);
6. Keep and update records;
7. Administer and assess tests;
8. Deal promptly with poor behaviour and unacceptable learning attitudes
9. Liaise well with parents and carers, as required
10. Escort students as necessary and assist in movement around school
11. To provide resources for pupils where appropriate, to enable them to gain full access to the Faculty (in English and Literacy across the Faculty).
12. To liaise with subject teachers where appropriate, to enable quality support to take place.
13. To liaise with the Learning Support Teaching/English staff who are responsible for the individual education plans or similar of pupils receiving in-class support.
14. To provide verbal or written information regarding pupils with such needs to the Learning Support/English Faculty Areas.

In general:

1. To offer personal care for pupils with medical needs in line with Health Care Plans
2. To attend review meetings of pupils as and when necessary and to attend monthly planning meetings
3. To prepare and run key skills' and Lesson 6 workshops and mark the work and provide feedback to students that they respond to
4. To support in the school's Learning Support Faculty Area when required
5. To provide amanuensis support at exam periods
6. To support educational visits where necessary
7. To work with other Teaching Assistants/Faculty Tutors on display work

	<p>As a member of staff, you are expected:</p> <ol style="list-style-type: none"> 1. To safeguard all pupils, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Droylsden Academy 3. To have a responsible and diplomatic approach to matters of a confidential nature 4. To ensure awareness of what is happening in and around the School; checking and responding, where necessary, to school emails regularly and at least once every school day 5. To develop self through CPD and improve IT skills, attending IT training courses in order to maximise effective use of all school systems 6. To undertake any other duties that might be reasonably requested, by the Head Teacher, Faculty Leader, or any other member of the leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
<p>Health and Safety:</p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.</p> <p>Droylsden Academy is a non-smoking site.</p>
<p>General:</p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Teaching Assistant Qualification Educated to A-Level, with GCSE Maths and English Willingness and ability to undertake further training if required for development in the post 	<ul style="list-style-type: none"> Degree HLTA qualification 	<ul style="list-style-type: none"> Production of the Applicant's original certificates
Experience	<ul style="list-style-type: none"> Proven track record of successfully working as part of team Experience of working as a Teaching Assistant 	<ul style="list-style-type: none"> Experience of working with SEN children 	<ul style="list-style-type: none"> Contents of the application form. Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> Excellent organisational and time management skills Ability to distinguish between the roles and responsibilities of the Teaching Assistant/HLTA/SENDCo and the Class Teacher. Ability to keep written records and support the development of pupil's literacy and numeracy skills with confidence. Excellent communication skills, both confident and articulate in conveying a message Excellent relationship builder- can build credibility and rapport with people at all levels, both within and outside of the School. Ability to establish positive relationships with teaching and non-teaching staff, pupils and external stakeholders Ability to manage multiple tasks and deadlines Work flexibly and constructively as part of a team, understanding school roles and responsibilities 	<ul style="list-style-type: none"> Up to date knowledge of child welfare issues 	<ul style="list-style-type: none"> Contents of the application form Interview Professional references

<p>Personal competencies and qualities</p>	<ul style="list-style-type: none"> • Interpersonal skills. Outstanding ‘people’ skills Demonstrable ability to listen, be inquisitive, build rapport and communicate persuasively with people of different backgrounds. • Communication. Ability to write and speak messages that are clear, accurate, convincing, and inspiring. An appreciation of how to use different media to best effect with different audiences. Ability to speak confidently in public at individual or group level • Creativity. The ability to adapt to new situations and address problems from new perspectives • Reliability. Attention to detail, deadlines, and budgets; persistence in following through multiple extended projects. • IT awareness. Competence in standard office software including advanced Excel skills. A detailed understanding of school IT systems and their benefits • Willingness. Flexibility within the role and for attendance at Open Days and other School events, playing an active part in the school community 	<ul style="list-style-type: none"> • Interpersonal skills. Good all-round safety and cleaning practices 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of my job description.

I have read and understand the duties of my job.

I can fulfil the requirements of the role of HLTA (English & Literacy)

Signed:

Date: