



Higher Level Teaching Assistant (With Responsibility for EAL)

Recruitment Pack

**MAXIMISE OUR POTENTIAL, TO BE
THE BEST WE CAN BE, EVERY DAY.**





How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to S.bramah@theheys.school

Closing Date: 16th October 2023
Interview Date: To be confirmed

Welcome



Dear Applicant,

Thank you for your interest in the post.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.

We promote a culture of high expectations, within a supportive environment, based upon our core values of, 'Be Respectful, Be Kind, Be Determined'. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver our vision to **maximise our potential, to be the best we can be, every day**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting Sean Bramah on 0161 773 2052 or email s.bramah@theheys.school.

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick

**Headteacher
The Heys School**

The Heys School



We are a smaller than average school with a family feel. We know our students' well and do all we can to ensure they have every opportunity to make the most of themselves and **maximise their potential, to be the best they can be, every day.**

At The Heys School, we focus on students' academic progress and believe that it is important to develop the child as a whole. We offer several different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. We are passionate about developing well rounded students who have a clear focus on their future goals.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point. We are so proud of the amazing things that our students achieve every day, and we are constantly looking for new ways to celebrate their successes.

We believe that education is a journey, and we are committed to ensuring every student has the skills to meet the obstacles they face head on. We believe in the importance of grit, perseverance, and resilience and of showing our pupils the value of getting back up and trying again if they don't succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises eight schools: three high schools, an all-through alternative provision academy and four primary schools. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

Higher Level Teaching Assistant (With responsibility for EAL)

Reports to:	SEND Lead/ Assistant SEND Lead
Location:	Heys Road, Prestwich
Salary:	Grade 7, SCP 8 - £16,416.88 (£22,777 pro rata) per annum
Hours:	31 hours per week – Term time only

Generic and Specific Responsibilities:

- Work under the direction of the teacher to plan lessons & interventions.
- Work under the direction of the teacher to prepare resources for the lessons such as differentiated worksheets & for EAL interventions and induction.
- Administer and mark tests and undertake exam invigilation.
- Assessing, recording and reporting (including verbal feedback and meetings with parents) on pupil progress and attainment
- Planning collaboratively with a teacher, intervention strategies and targets for improvement
- Deliver sessions to new EAL students as part of the EAL Induction programme.
- Deliver learning activities to pupils, either in one-to-one, small group or whole class activities – within an agreed system of supervision. On occasion, whole lessons may be required.
- Contribute to the teaching and learning of target EAL students within EAL and across the school.
- Help to plan and prepare appropriate teaching resources to meet the needs of the full ability range, including liaison with SENCO and EAL Coordinator as appropriate.
- Using technology to develop & deliver learning activities to support the personalisation agenda.
- Encourage students to work independently when appropriate to develop greater self-confidence and independence.
- Be responsible for EAL assessment recording systems.
- Contribute to the marking and assessment of internal examinations and tests and exam invigilation.
- Take an active part in extended curriculum events or activities.
- Apply Academy policies in relation to rewards and sanctions Intervention.
- Help develop and promote strategies across the school to raise achievement of EAL students.
- Assist in the identification of intervention groups.
- Work either as part of class or lead groups of students for intervention purposes.
- Monitor the progress of those students for whom the postholder is responsible.
- Promote and assist with or lead after School study support sessions for students.
- Mentor individuals or groups of students as requested.



- Liaise with relevant staff regarding under-achieving students and make contact with parents as appropriate.
- Be responsible for intervention assessment, recording & reporting.
- Cover part or all of a teacher's lesson to enable a planned learning walk or other developmental activity to take place.
- Provide short notice emergency cover, or cover to allow a planned activity to take place
- Support the EAL Coordinator in the planning and preparation of materials in the case of an absent colleague within the department where no work has been set.
- Supporting EAL / INA students and families who are new to school through the admission and transition process.

Working with Colleagues

- Help guide and support the work of any teaching assistants attached to the department.
- Liaise with HLTAs across the Trust to share good practice.
- Support with the admission of new EAL students e.g. attending admissions meetings
- Support communication & relationships with parents
- Act as a coach/mentor to a group of students
- Contribute to the smooth operation of the School through the duty system

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Cooperate with the employer on all issues to do with Health, Safety and Welfare
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

Continuing Professional Development

- Undertake any necessary professional development as identified in by the school.
- Development Plan taking full advantage of any relevant training and development available.
- Undergo appropriate training to develop skills for the post



Person Specification

Essential

- Level 2 qualification in Maths and English at grade C or equivalent.
- A relevant Level 3 qualification.
- Experience of working with young people.
- Experiences of working within an educational environment.
- General understanding of secondary education.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Excellent organisational & administrative skills.
- Excellent oral and written communication skills.
- Able to build relationships with young people and adults
- Excellent ICT skills.
- Accuracy and attention to detail.
- Commitment to the safeguarding of children and young people.

Desirable

- Understanding classroom roles and responsibilities and your own position within these.
- Possession of NVQ Level 3 for Teaching Assistants, or equivalent, or commitment to work towards this qualification.
- Experience of working with Autistic Spectrum
- Understanding of how children learn.
- Understanding of the challenges faced by students with English as a second language.
- Higher Level Teaching Assistant qualification.
- ESOL qualification.
- A second language.
- Understanding of National Curriculum.





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



The Heys School



JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

THE HEYS SCHOOL,
HEYS ROAD,
M25 1JZ
TELEPHONE: 0161 773 2052
EMAIL jobs@theheys.school

1. POST APPLIED FOR

Post Applied For:			
School:	The Heys School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		NI No:	

3. CURRENT POST

SCHOOL/SERVICE:	
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LOCAL EDUCATION AUTHORITY:			
JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
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In line with Keeping Children Safe in Education, The Heys School will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.

To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:

- Facebook
- Instagram
- Twitter
- LinkedIn
- TikTok
- Youtube

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1	REFEREE 2

TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>	Reference Type:	Employer <input type="checkbox"/>	Education <input type="checkbox"/>	Character <input type="checkbox"/>
Can this reference be taken up immediately? Yes <input type="checkbox"/> / No <input type="checkbox"/>				Can this reference be taken up immediately? Yes <input type="checkbox"/> / No <input type="checkbox"/>			

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) Please note that it is the policy of the Trust and the Governing Body to preclude employment of persons over the age of 65.
- iii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iv) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.



Signature:

Date:

