

BARDFIELD ACADEMY – Higher Level Teaching Assistant – Level 1a

Contract:	Permanent
Hours:	32 hours 40 minutes (Monday to Friday)
Working weeks:	38 working weeks - term time only
Salary:	Scale 5, Points 9 to 12 (dependant on qualifications and experience) £19,972.63 – 20,931.67 (actual salary)
Application Closes:	Wednesday 5 th February 2025
Interview Date:	Week commencing 10 th February 2025

At **Bardfield Academy**, we prioritise creating a nurturing educational environment where safety, security, and happiness are paramount. Our guiding ethos, 'Striving to Achieve, together we'll Succeed!', underscores our commitment to collective growth and success. We are part of the South Essex Academy Trust (SEAT), a dynamic network of schools that champion collaboration and mutual support. SEAT is a multi-academy trust comprising a family of primary schools that actively work together to achieve the best possible outcomes for children and staff.

We are seeking an enthusiastic Higher Level Teaching Assistant to join our dedicated and supportive team at Bardfield Academy. The successful candidate will be expected to cover whole classes and support children with an array of learning needs both individually and/or groups. HLTAs (Level 1a) will be expected to deliver pre-prepared lesson plans, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

The successful candidate will be required to work 32 hours 40 minutes per week, Monday to Thursday 08:15 am to 15:30pm and Friday 08:15am to 14:00pm with a 25 minutes lunch break.

We would be delighted to hear from you if you have:

- Strong literacy and numeracy skills, with GCSE English and Maths grades A-C (4 and above).
- A Higher Level Teaching Assistant qualification.
- Proven experience working with children in a school and be able to teach whole classes and groups as required.
- Excellent written and verbal communication skills, enabling you to effectively interact with both children and adults.
- The ability to overcome communication barriers and build rapport with individuals from diverse backgrounds.
- An understanding of the importance of social and emotional well-being and a commitment to nurturing a supportive and inclusive learning environment.
- Adaptability to work within a small, specialised team supporting children with diverse needs.
- Effective organisational and interpersonal skills, enabling you to manage tasks efficiently and collaborate effectively with colleagues.
- The ability to work independently and take initiative, taking pride in your work and consistently seeking opportunities to contribute to the team's success.
- The ability to remain calm under pressure and maintain composure in challenging situations.

What We Offer You:

- The opportunity to join a growing Multi-Academy Trust of primary schools that collaborate closely for the benefit of all.
- Access to ongoing training empowering you to grow and excel in your role.
- The chance to work alongside a dynamic and collaborative team of classroom support, teachers, leaders, and a central team dedicated to the success of all pupils and staff alike.
- An additional week's holiday in October resulting in a 2-week break during this term.
- The privilege of working with engaged and enthusiastic pupils who are proud to belong to our school and enjoy learning in a stimulating environment.
- A comprehensive Employee Assistance Programme available to all employees, providing you with the support you need whenever you need it.

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01268 553488, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Bardfield Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust we are an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/Career-Opportunities).

Once completed please send to recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description and Person Specification below

Job Description

Job Title	HLTA Level 1a
Grade	Scale 5 Point 9-12
Reports to	An assigned teacher
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	<p>To work with teachers as part of a professional team to support learning activities for classes, groups and/or support pupils undertaking lessons delivered via distance learning or computer aided techniques.</p> <p>To cover classes as required in the absence of the teacher. Level 1a HLTAs will be expected to deliver pre-prepared lesson plans, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.</p> <p>HLTAs work under the professional direction of a teacher and within an agreed system of supervision.</p>
Principal Accountabilities	<ul style="list-style-type: none"> • Use detailed knowledge and specialist skills to support and progress pupils' learning • Deliver agreed learning activities to pupils, adjusting activities according to pupil responses/needs.
Duties	<p>SUPPORT FOR THE TEACHER</p> <ul style="list-style-type: none"> • Organise an appropriate learning environment • Monitor and record 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 to teachers • Record progress and achievement in lessons/activities systematically and provide 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 • Work in collaboration with other learning support assistants in the classroom. <p>SUPPORT FOR PUPILS</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
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE CURRICULUM

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

General

- Comply with 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 Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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.

Person Specification
A – Application Form
I - Interview

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years environment (A&I)	✓	
Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience (A&I)	✓	
Meet Higher Level Teaching Assistant standards (A&I)	✓	
Basic knowledge of First Aid (A)		✓
Understand classroom roles and responsibilities and your own position within these (A&I)	✓	
Good reading and writing skills (A&I)	✓	
Good numeracy skills (A&I)	✓	
Full working knowledge of ICT to support learning (A&I)	✓	
2. Communication	Essential	Desirable
Ability to write detailed reports, letters etc. (A&I)	✓	
Ability to use clear language to communicate information unambiguously (I)	✓	
Ability to listen effectively (I)	✓	
Specialist language/communication skills if appropriate (I)	✓	
Ability to negotiate effectively with adults and children (I)	✓	
3. Working with children	Essential	Desirable
Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment (A&I)	✓	
Successful completion of training to support SEN if appropriate (A&I)	✓	
Working knowledge and experience of implementing national curriculum and other relevant learning programmes (A&I)	✓	
Good working knowledge of specialist curriculum area(s) if appropriate (A&I)	✓	
Understanding of statutory frameworks relating to teaching (A&I)	✓	
Detailed understanding of child development and learning processes (A&I)	✓	
Ability to assess and record progress and performance and recommend appropriate strategies to support development (A&I)	✓	
Motivate, inspire and have high expectations of pupils (I)	✓	
Understand and support the importance of physical and emotional wellbeing (A&I)	✓	
4. Working with others	Essential	Desirable
Ability to make a proactive contribution to the work of the team supporting children, their families and carers through thinking, planning etc. (A&I)	✓	
Ability to work with parents and carers to improve support for children (A&I)	✓	

Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults (A&I)	✓	
Ability to work effectively with a range of adults (A&I)	✓	
Contribute to the development and implementation of effective systems to share information (A&I)	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills. (A&I)	✓	
Ability to remain calm under pressure. (A&I)	✓	
To be flexible. (A&I)	✓	
Follow instructions accurately. (I)	✓	
Use own initiative and work independently. (I)	✓	
Ability to manage and support the work of others. (A&I)	✓	
Ability to manage own time effectively. (A&I)	✓	
Ability to adapt quickly and effectively to changing circumstances, situations. (A&I)	✓	
Demonstrate creativity and an ability to resolve problems independently. (A&I)	✓	
6. General	Essential	Desirable
Awareness of and promotion of equality. (I)	✓	
Good understanding of Health & Safety. (I)	✓	
Good understanding and effective implementation of child protection procedures. (I)	✓	
Understand procedures and legislation relating to confidentiality. (I)	✓	
Demonstrate a clear commitment to develop and learn in the role (A&I)	✓	
Constantly improve own practice / knowledge through self-evaluation and learning from others. (A&I)	✓	