Wildridings Primary School and Nursery

Higher Level Teaching Assistant

Have you got a passion for bringing learning to life and having a positive impact on the lives of children? We are seeking a Higher-Level Teaching Assistant to join our nurturing primary school, where high expectations and a positive ethos go hand in hand. Our school values of teamwork, resilience, ambition, curiosity and kindness are at the heart of everything we do. You will join a dedicated team of staff who create vibrant, engaging, learning environments where our pupils feel safe, valued, and excited to learn more about the world. We are looking for someone who brings energy, creativity and a genuinely positive outlook to this exciting role.

The successful candidate will:

- Work in partnership with teachers and wider staff to maximise children's progress
- Maintain high expectations of children while fostering a warm and supportive environment
- Build excellent relationships with all children across the school
- Bring knowledge, enthusiasm and a willingness to learn

In return, Wildridings Primary School can offer you:

- A collaborative, vibrant and forward-thinking staff team
- Engaged, enthusiastic and respectful pupils who are eager to learn
- Strong systems of support and mentorship ensuring tailored training opportunities for all staff
- A school environment where everyone is valued to make a difference to the lives of all children

If you are ready to make a meaningful difference in the lives of children and bring positivity into the school every day, why not come and take a look around our thriving two-form entry primary school in the heart of Bracknell?

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children/young people, and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices share this commitment. This position requires an Enhanced Disclosure and Barring Service check because it involves contact with (or access to data concerning) children/young people/adults at risk.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If you are successful in being shortlisted for this position, you will be required to complete a self-declaration form, when you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration. We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job Wildridings Primary School and Nursery is committed to

safeguarding and promoting the welfare of children. This post is subject to satisfactory references, an enhanced DBS and qualifications check. requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

References

On your application form, you will be asked to provide the names and addresses of two people who will provide a reference. At least one must be from your current employer, completed by a suitable person with appropriate authority. If you have previously worked with children at least one must be from this employer. References will not be accepted from relatives or people writing solely in the capacity of friends. We take up references for all shortlisted candidates and wherever possible, we like to apply for these prior to interview.

Tours of the school

Tours of the school prior to application are encouraged as it will be great to show you around and answer any questions, please contact Dawn Parker (School Business Manager) via bursar@wildridingsprimary.co.uk to arrange a suitable time.

How to apply

Please complete our online application form via the Jobs Go Public website.
Deadline for applications: Thursday 3rd December at 9.00am
Interviews being held: w/c 7th December

Please note: We reserve the right to shortlist and interview candidates before the advertised closing date. The vacancy may be withdrawn early if a suitable candidate is appointed. Early applications are therefore encouraged.

Wildridings Primary School and Nursery

Higher Level Teaching Assistant

Deadline for applications: Thursday 3rd December at 9.00am

Job Title: **HLTA - Level 4**	Section/Location: **Whole School**
School: **Wildridings Primary School**	Grade/Salary Range: **H (SCP 15-19)**
November start	Working Pattern: **8:30am to 3.30pm daily** **Additional 1.5hours/week for CPD** **Term time plus 3 Inset days**

JOB PURPOSE

To support teaching and learning across the school by working independently and alongside teachers to deliver high-quality educational experiences.

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Responsible to the Headteacher and Senior Leadership Team.

MAIN DUTIES AND RESPONSIBILITIES

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- Lead whole-class learning when teachers are absent or engaged in planning, preparation and assessment time (PPA)
- Assess, record and report on development, progress and attainment
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

Teaching Assistants at this level are expected to undertake at least one of the following:

a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
b. Provide specialist support to pupils where English is not their first language
c. Provide specialist support to gifted and talented pupils
d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Higher Level Teaching Assistants may also:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
- Contribute to the development of policies and procedures

- Provide short- term cover supervision of classes
- Manage the work and development of other classroom support staff
- Be responsible for the preparation, maintenance and control of stocks of materials and resources
- Liaise with external agencies on a regular basis
- Provide pastoral care to pupils for example as head of year or tutor group
- Be responsible for pupils who are not working to the normal timetable
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
- Be responsible for the presentation of displays.

Such other duties as may from time to time be necessary, compatible with the nature of the post.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No budget responsibility

To maintain the highest level of confidentiality as the post holder receives sensitive information and documentation.

The post holder is responsible for ensuring the school child protection and health and safety policies are adhered to and concerns raised in accordance with these policies.

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Person Specification: Higher Level Teaching Assistant

Qualifications & Training	Essential	Desirable
HLTA standard or equivalent qualification or experience	x	
Excellent literacy/numeracy skills.	x	
Training in relevant strategies, eg. ICT, bi-lingual, signing.	x	
Hold or willingness to work towards relevant subject specific qualifications	x	
Key Stage 1 and 2 experience	x	
Early Years Foundation Stage experience		x
GCSE English and Mathematics (Grade C/4 or above) or equivalent		x
Competence Summary	**Essential**	**Desirable**
Extensive experience of working with young people in a learning environment.	x	
Full working knowledge of relevant policies/codes of practice/legislation and working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes and understanding of relevant statutory frameworks.	x	
Able to organise, lead, manage, deploy and motivate a team and demonstrate supervisory skills.	x	
Able to use ICT and administrative systems to effectively support learning and perform a range of administrative tasks.	x	
Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands.	x	
Able to work constructively individually and as part of a team, understand classroom roles and responsibilities and work effectively with teaching staff.	x	
Able to deliver educational work programmes and activities to a variety of groups of pupils, evaluate, implement, monitor, assess, record and report on strategies to enhance learning.	x	
Able to plan and organise work at an advanced level and contribute to the development of policies and procedures.	x	
Able to select and prepare/display a variety of relevant resources for teaching and learning activities.	x	
Able to work with pupils within an agreed behaviour management policy.	X	
Experience of whole class supervision.	x	
Experience of dealing with parents and carers and ability to lead when required.	x	
Experience leading environmental or sustainability projects		X
Knowledge of local outdoor learning opportunities and partnerships		X
Experience coordinating educational visits		X
Work related Personal Requirements	**Essential**	**Desirable**
Commitment to equality of opportunity	x	
Commitment to continuing professional development.	x	
Able to coach and mentor others.	x	
Other Work Requirements		
Able to manage CPD and staff appraisal and share knowledge with other staff and support and encourage their development.	**x**	
Personal Qualities	**Essential**	**Desirable**

Suitability to work with children	x	
Must be willing to and enjoy engaging with parents/carers in order to encourage their close involvement in the education of their children	x	
A flexible approach to work who enjoys being a positive team member	x	
Must have good communication skills both orally and in writing	x	
Must be able to manage own workload effectively	x	
Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships	x	
Willingness to share expertise, skills and knowledge, and ability to encourage others to follow suit	x	
To practice equal opportunities in all aspects of the role and around the workplace, in line with policy	x	
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post	x	
Flexibility – some out of hours/unsociable hours	x	
The desire to progress	x	