**HLTA**

**PPA support**

**RECRUITMENT pack**

**HLTA**

**PPA Support**

37 hours per week term time only.

Permanent

Grade 7 – SCP 18 – 23

salary £29,269 - £32,076 pro rata

(actual £25,491 - £27,936)

The Governing Body are seeking to appoint an experienced, dedicated and motivated Higher Level Teaching Assistant to join the team at Newtown Primary School.

The school are looking for someone to help deliver the schools PPA timetable, a subject specialism in PE, languages, art, or music would be desirable but not essential. A passion for working with children and a desire to improve the outcomes for all young people is essential.

The role requires a dedicated, flexible and organised person who will approach work with a positive attitude, honesty, confidentiality and integrity. The successful applicant will receive support from the school’s Senior Leadership.

Newtown Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All necessary safeguarding checks will be undertaken and must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found in [Keeping Children Safe in Education 2022](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children’s Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

As a Trust we are committed to ensuring that throughout our recruitment process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

**For an informal conversation to discuss the role, please contact:**

Mrs S Chesney-Ly

Head Teacher

Newtown primary School

0121 557 8504

**Closing date:** Monday 8th April at 9.30 am

**Interviews:** TBC

About Newtown Primary School

Newtown Primary School is a one form entry school which has 223 pupils on roll. The school also provides nursery provision. The school is situated in West Bromwich adjacent to the Sheep-wash Nature Reserve. Newtown serves an established community; many parents and grandparents of current pupils also attended the school. The pupils at Newtown demonstrate an eagerness to learn.  They are very proud of their school and enjoy welcoming visitors.

Our vision is to provide excellent education and wonderful childhood experiences for all our children. Children and staff feel safe to learn and flourish.  Staff at Newtown work to enable every member of the school community achieve our school values and become successful learners, responsible citizens and resilient individuals.

Pupils at Newtown benefit from a wide and varied curriculum delivered by an enthusiastic and committed staff who go above and beyond for our learners every day. Children can take part in a variety of extra-curricular activities such as forest schools.

**ABOUT STOUR VALE ACADEMY TRUST**

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently nine member schools, four primary, one junior and four secondaries, with a further primary school, an infant school and a nursery due to join in 2024.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

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**OUR VISION AND VALUES**

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

Website

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We describe our shared approach to school improvement as ‘secure autonomy’. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that ***Stour Vale*** member schools will ***create the difference together.***

A picture containing person, indoor, standing, candle

Description automatically generated

A group of kids on a slide

Description automatically generated with low confidence

A person cooking in a kitchen

Description automatically generated with medium confidence

**HLTA PPA Support**

**Grade 7, SCP 18 – SCP 23**

**Key Features**

To undertake PPA cover;

To provide specialist skills and knowledge, at an advanced level, across a range of disciplines to support teaching staff in the development and education of children;

To be responsible for the management and development of a specialist area within the school and/ or line management responsibility for other classroom support staff.

**Main Activities**

Support for Pupils

Use advanced specialist skills to meet the intellectual, physical, social and emotional needs of pupils

Complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Assess the needs of pupils and use detailed knowledge and advanced specialist skills to support pupils' learning.

Take a lead role in managing and delivering pastoral support.t

Manage the supervision of pupils excluded from, or not otherwise working to a normal timetable.

Support for Teacher/School

Provide cover for the whole class in the event of short term teacher absences and PPA time.

Organise and manage sessions with groups of pupils in planned educational settings.

Monitor and assess individuals and groups of pupils in planned educational setting.

Provide formal feedback and reports as required on pupil achievement and progress.

Line management responsibility including the allocation and monitoring of work, holding regular team and supervision meetings with other classroom based support staff in accordance with school policies.

Plan, prepare and deliver learning activities for individuals, groups or whole classes.

Record progress and achievement systematically and provide systematically and provide evidence of range and level of progress.

Develop and implement IEP's

Undertake specialist work with individuals/groups of pupils for which an additional qualification may be required.

Be a member of the management team of the school.

Manage a provision for disaffected pupils.

Lead for the whole school in specialist area and share expertise and skills with others.

Responsible for Foundation Stage pupils under the direction of a teacher as part of the early years structure.

Organise and manage appropriate learning environment and resources.

Monitor and evaluate pupil responses to learning through a range of assessment and monitoring strategies against pre-determined learning objectives.

Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.

Administer and assess/mark tests and invigilate exams/tests.

Produce lesson plans/worksheets etc.

Use ICT 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, language and cultural backgrounds.

Advise on appropriate deployment and use of specialist aids/resources/equipment.

Deliver out of school learning activities within guidelines established by the school.

Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.

Manage liaison with feeder schools and other relevant bodies to gather pupil information.

Take a lead role in the development, implementation and monitoring of systems relating to attendance, registration, truancy, pastoral systems and associated subjects.

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection. reporting all concerns to the appropriate person. .Contribute to the overall ethos /work/aims of the school.

Participate in training, other learning activities and performance development as required.

Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

**Person Specification**

**HLTA PPA Support**

**Experience**

Demonstrable experience of working with children of relevant age in a learning environment.

Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.

Working knowledge of national/foundation stage curriculum and other basic learning programmes/strategies.

Understanding of the principles of child development and learning processes.

Understanding of statutory frameworks relating to teaching.

**Qualifications / Training**

HLTA Status.

NVQ Level 3 for a Teaching Assistant or equivalent qualification related to working with children and/or young people.

Specialist skills/training in curriculum or learning area (detail requirements).

**Practical Skills**

Ability to use relevant technology e.g. computer/ keyboard/photocopier/video.

Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.

**Personal Qualities and Attributes**

A Knowledge of Equality & Diversity issues.

Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.

Ability to relate well to children and adults.

Ability to organise, lead and motivate a team.

Constantly improve own practice/knowledge through self-evaluation and learning from others.

To comply with the Schools commitment to the protection and safeguarding of children.



**CONTACT US**

For informal talks please contact:

Simone Chesney-Ly

Head Teacher

Newtown Primary School

Stour Vale Academy Trust

Telephone: 0121 557 8504

Please visit our website: http://www.svat.org.uk/