



Stamford Green

Primary School and Nursery



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

Working together to be the best we can

Higher Level Teaching Assistant (HLTA) Support Staff Application Pack 2023 - 2024

Headteacher: Louise Druce
Chair of Governors: Rebecca Jennings



Stamford Green

Primary School and Nursery



Dear Applicant,

Come and join our team

Thank you for your interest in working at our school. Stamford Green is an outstanding three form entry primary school and nursery providing a friendly, dynamic and exciting place to learn and work.

We are looking for a professional, positive HLTA with a creative and resilient approach to work across our school. In return we can offer you a friendly, supportive environment with excellent facilities both in the classroom and outside. If you have experience of working in a school but do not yet hold HLTA status, we may be able to support you in becoming qualified whilst working.

As a school we are committed to continuing professional development for all our staff both through mentoring, coaching and support and the provision of formal training. To support the well-being of our staff we provide a generous special leave policy and health cover for staff which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

The recruitment process will include a formal interview as well as a teaching task with a group of children. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader b.saunt@stamford-green.surrey.sch.uk or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. On-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

A handwritten signature in black ink that reads "Louise Druce".

Louise Druce
Headteacher



Our School Motto

Working together to be the best we can

Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



Inspiring - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



Happiness - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



Achieving - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



Values - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



Ambition - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



Learning - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



Togetherness - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



Application Information

Permanent Higher Level Teaching Assistant (HLTA)

To start 2 September 2024

39 weeks per year (term time only plus INSET days)

36 hours / week (Monday – Friday)

Plus additional hours for weekly staff meeting (Wednesdays after school).

Job share would be considered.

Salary and benefits

The salary will be within Surrey grade PS6, currently £27,897 - £30,048 FTE (April 2024 pay award pending). Pro-rata salary £23,999 - £25,850.

The successful applicant will be eligible for the school's healthcare plans include a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

Recruitment Process

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operation Leader – b.saunt@stamford-green.surrey.sch.uk.

Completed applications forms must be returned by 9.00am on Friday 19 April 2024 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to b.saunt@stamford-green.surrey.sch.uk. Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone by Tuesday 23 April 2024 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Tuesday 30 April 2024.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.

- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.



Higher Level Teaching Assistant (HLTA)

Job Description

Post Title: Higher Level Teaching Assistant

Salary: PS6: FTE £27,897 - £30,048

Purpose:

- Under the overall direction of the Headteacher, to cover classes for PPA and other release time.
- When required, to provide support for identified individuals or small groups of pupils, in order to accelerate progress.
- Adhere to Stamford Green Primary School and Nursery policies to meet the care and needs of individual children.
- Work as part of a team of teaching and support staff, to actively support and pursue the school's vision and motto:
 - Vision: 'To be a continually improving learning community for all, where children realise their potential'
 - Motto: 'Working together to be the best we can'.

Accountable to: Headteacher

Professional Duties

- At all times to have regard to our school curriculum, values and policies.

Curriculum Support

- Provide for the learning experiences of pupils in the class as directed by the class teacher.
- Meet the educational needs of all pupils through scaffolding when appropriate.
- Use a variety of suitable teaching and learning strategies and techniques and communicate expectations.
- Monitor and evaluate pupils' learning and achievement.
- Use relevant classroom management / behaviour strategies to ensure a purposeful environment for teaching and learning to take place.
- Promote and sustain a productive, well-disciplined and calm classroom environment, making use of the school's behaviour policy.
- Help to organise and maintain the school as a learning environment e.g. displays, resource storage.
- Communicate and cooperate with colleagues in relation to both pupils in the class and wider school issues.
- Accompany pupils on school visits and support the teacher(s) in planning to meet the needs of the children in unfamiliar surroundings. The timings of such visits may overrun the school day.
- To be aware of and contribute to the school's priorities in the Raising Achievement Plan.
- Monitor progress of the children worked with, following the school's Assessment Policy and contribute to future planning.
- Report back to the teacher and Inclusion Leader, when required, on the assessment of pupil learning.
- Assist in supervising tests / assessments.
- Reinforce the learning in group activities or when working with an individual pupil.

Management of People

- Establish and maintain a positive relationship with pupils.
- Support and manage pupil behaviour taking into account the personal, social and emotional needs of pupils.
- Work as a member of a team; share information, ideas and expertise.
- Participate in INSET days and work collaboratively with other adults and colleagues.
- Implement rewards and sanctions within the school's policies and procedures.
- Liaise with parents / carers or other responsible adults and with professional staff in accordance with the school policies and procedures.

General

- Comply with all aspects of the school's safeguarding procedures.
- Participate in staff development activities.
- Contribute to any multi-disciplinary discussion of the pupil's needs/progress, as required.
- Maintain confidentiality both inside and outside the workplace.
- Understand and implement school policies consistently.
- Be adaptable and responsive to emerging changes within the role e.g. through Government or school based developments.
- To be a pro-active member of the school team.
- To participate positively and professional in effective relationships with team members.
- Participation in wider school community events outside of core hours may be occasionally required.
- Other duties may be called upon at the discretion of the Headteacher, that are commensurate with the grading and designation of the post.
- Work to support the vision and ethos of the school at all times.
- Contribute to the wider school community including supporting some PTA events and involvement in the school's Opportunities and Thrive Experiences e.g. internal club offer.
- Perform, in accordance with any direction given by the Headteacher, any duties that may be reasonably assigned.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to criminal records and reference checks. Stamford Green is an equal opportunities employer.



Stamford Green Primary School and Nursery Person Specification Higher Level Teaching Assistant (HLTA)

E = Essential

D = Desirable

Qualifications	
Good standard of general education.	E
Minimum grade C English & Maths GCSE or equivalent.	E
HLTA qualification or a commitment to achieving this	E
Evidence of Continuing Professional Development	D
First Aid Certificate	D
Skills, abilities and personal qualities	
A passion for the job and enthusiasm to fully participate in whole school life.	E
Ability to develop positive and supportive relationships with our children.	E
Professional, warm manner and an obvious sense of pride in your work.	E
Personal integrity and loyalty and ability to remain confidential at all times.	E
Be a part of our 'can do' culture and demonstrate that you have resilience and can go 'above and beyond'.	E
Strong organisational and planning skills with an ability to work independently and on your own initiative.	E
Ability to work to tight deadlines.	E
Believe and contribute to our school motto 'working together to be the best we can'.	E
Excellent communication skills, verbal and written, with a wide range of different audiences.	E
Evidence of high presentation standards and attention to detail across the whole learning environment including classroom displays and children's books.	E
Excellent team working skills.	E
Willingness to undertake further professional development.	E
Ability to multi task and prioritise to manage conflicting demands.	E
Ability and skills to manage change and adapt in a changing role.	E
Flexibility to respond to changing demands.	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E
Experience and professional knowledge	
Experience of working within the Primary age range.	D
Highly computer literate – experience of using a range of platforms and programmes and a willingness to embrace new technology.	E
Knowledge of the EYFS and/or National Curriculum 2014.	D
An understanding of how to achieve outstanding teaching and learning.	D
Knowledge of how to challenge and support all children using differentiation.	D
Ability to manage behaviour positively, consistently and in line with school policy.	E