

Mary Webb School & Science College



Higher Level Teaching Assistant



Pontesbury
Shrewsbury
Shropshire
SY5 0TG
Tel: 01743 792100

www.marywebbschool.com

Dear Applicant,



Thank you for your interest in our vacancy for a
Higher Level Teaching Assistant

In this pack you will find the following information:

- Letter from the Headteacher
- Advertisement
- Information about the school
- Job Description
- Person Specification
- Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the higher level teaching assistant vacancy within the Personalised Learning Centre.

The department is expanding and is highly successful in providing general classroom support and / or support to named students. This role is suitable for someone who has previous experience working with students with special educational needs and particularly an individual who is passionate about learning and developing their own professional practise.

The successful candidate would work under the direction of the Head of Personalised Learning and Transition to support learning for students across the curriculum. This will include the preparation and development of resources when working with students out of the classroom and the management of testing for the Personalised Learning Department across the school. As an HLTA you will have proven experience in a similar type role and hold the relevant HLTA qualifications. You will have the ability to be able to support teachers and to use your own initiative when needed and be able to develop strong relationships with our students, their parents/carers and other Teaching Assistants in the team.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely

P.J Lowe-Werrell

Peter Lowe-Werrell
Headteacher

Advertisement



High Level Teaching Assistant

Required November 2020

Permanent

The post is 32 hours per week, term time (44.64 weeks) plus 3 PD days and Grade 7 (£11.49 - £12.69).

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a higher level teaching assistant to join our expanding and successful Personalised Learning Centre.

Potential candidates are encouraged to contact the school to speak to the Head of Personalised Learning, Kirsten Mould or Sarah Keeling. Further details and an application form are available on the school website. The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Closing date: 12 noon on Thursday 22nd October 2020

Interviews to be held in week beginning 2nd November 2020



Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the twenty-first century.



As a relatively small community secondary school of about 650 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes, especially in English and mathematics, ensure that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been very strong in recent years and are above national averages for attainment and progress across the curriculum. Over the past five years, the headline attainment figure for Grade 4 or above (previously A*-C grade) in English and mathematics has been in excess of 70%. The school's Progress 8 figure for 2019 was +0.06, showing our students make grades of progress compared with schools nationally. We are very proud of our students and the staff that work hard to support them achieve such good outcomes.

To view our latest Ofsted report from May 2015 please [click here](#).



*"Students make **outstanding** progress"*

"Teachers create positive, constructive relationships"

*"Teaching is good and much is **outstanding**"*

"Students behave well and are keen to learn"

*"Arrangements for transition from the primary schools are **outstanding**"*

*"The school's work to keep students safe and secure is **outstanding**"*

Job Description

PRINCIPAL DUTIES & RESPONSIBILITIES

Professional values and practice

Those meeting the higher level teaching assistant standards must demonstrate all of the following.

- Have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Build and maintain successful relationships with students, treat them consistently, with respect and consideration, and are concerned for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the students with whom they work.
- Work collaboratively with colleagues, and carry out their roles effectively, knowing when to seek help and advice.
- Are able to liaise sensitively and effectively with parents and carers, recognising their roles in students' learning.
- Are able to improve their own practice, including through observation, evaluation and discussion with colleagues

Knowledge and understanding

Those meeting the higher level teaching assistant standards must demonstrate sufficient knowledge and understanding to be able to help the students they work with make progress with their learning. This knowledge and understanding will relate to a specialist area which could be subject-based or linked to a specific role (e.g. in support of an age phase or students with particular needs). Those meeting the higher level teaching assistant standards must demonstrate all of the following.

- Have sufficient understanding of their specialist area to support students' learning, and are able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.
- Are familiar with the school curriculum, the age-related expectations of students, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved.
- Understand the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.
- Know how to use information and communication technology (ICT) to advance students' learning, and can use common ICT tools for their own and students' benefit.
- Know the key factors that can affect the way students learn.
- Have achieved a qualification in English/literacy and mathematics/numeracy, equivalent to at least level 2 of the national qualifications framework.
- Are aware of the statutory frameworks relevant to their role.
- Know the legal definition of special educational needs (SEN), and are familiar with the guidance about meeting SEN given in the Special Educational Needs: code of practice.
- Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.

Job Description continued

Teaching and learning activities

The following teaching and learning activities should take place under the direction and supervision of a qualified teacher in accordance with arrangements made by the headteacher of the school. Those meeting the higher level teaching assistant standards must demonstrate all of the following.

Planning and expectations

- Contribute effectively to teachers' planning and preparation of lessons.
- Working within a framework set by the teacher, they plan their role in lessons including how they will provide feedback to students and colleagues on students' learning and behaviour.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of students' needs and interests.
- Are able to contribute to the planning of opportunities for students to learn in out-of-school contexts, in accordance with school policies and procedures.

Monitoring and assessment

- Are able to support teachers in evaluating students' progress through a range of assessment activities.
- Monitor students' responses to learning tasks and modify their approach accordingly.
- Monitor students' participation and progress, providing feedback to teachers, and giving constructive support to students as they learn.
- Contribute to maintaining and analysing records of students' progress.

Teaching and learning activities

- Using clearly structured teaching and learning activities, they interest and motivate students, and advance their learning.
- Communicate effectively and sensitively with students to support their learning.
- Promote and support the inclusion of all students in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Advance students' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Are able, where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
- Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.



Person Specification

Area	Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education, including level 2 or equivalent qualification in English and mathematics • 5 GCSEs at C or above (or equivalent) including English, Maths & Science • NVQ Level 2 / 3 or equivalent in relevant area • First Aid qualification • HLTA award, working towards HLTA professional standards 	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
Work or relevant experience	<ul style="list-style-type: none"> • Experience of working with children or vulnerable adults including leading interventions • Knowledge of classroom administration support • Recent experience of working in an educational setting or relevant environment • Experience of administering and managing testing within a school 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Yes</p>
Knowledge and understanding	<ul style="list-style-type: none"> • A good knowledge of school-based education including child development 	<p>Yes</p>	
Skills and abilities	<ul style="list-style-type: none"> • Good communication skills and ability to relate well to children, staff and parents • Evidence of working well as part of a team • Strong ICT skills and a willingness to update skills and undertake further training • Specialist skills, training or experience • Able to motivate students with good behaviour and pastoral skills, building strong relationships 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Personal qualities	<ul style="list-style-type: none"> • Ability to bring to the role, initiative, enthusiasm and commitment • Flexibility and reliability • Willingness to develop skills with further training e.g. First Aid Training 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	
Special conditions	<ul style="list-style-type: none"> • Willingness to undertake a Criminal Records Bureau check 	<p>Yes</p>	



How to Apply

Applications should be made on the official application form which can be found by [clicking here](#) or visiting www.marywebbschool.com

The deadline for applications is 12 noon on Thursday 22nd October, and we will be interviewing week commencing Monday, 2nd November 2020. Please do not hesitate to get in touch with me if you have any questions or if you would appreciate an informal chat; I would be delighted to hear from you.

When completing the application form, please pay particular attention to:

- The guidance notes on the front cover.
- Section 8, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications – a summary is not sufficient. Details of the institutions you studied at are required.
- Section 11, Further Details: Please limit this section to no more than 500 words.
In addition to the guidance provided, please outline your views on how individuals can contribute to a collaborative department across Personalised Learning which presently consists of 2 Learning Mentors and 12 Teaching Assistants in addition to the HLTA post.
- Section 16, References: The requirement for two employment references, one of which must be your current or most recent employer. Please include email addresses if possible.
- We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.
- All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

You can send your application via:

Email to: nmurray@marywebbschool.com

Post to: Mrs N Murray, Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire, SY5 0TG