We require an enthusiastic Higher Level Teaching Assistant to work across the Years 1 to 6 at the growing Primary phase of our thriving, oversubscribed and outstanding all-through school. The school’s aim is “Excellence for All” and the governors wish to appoint candidates of significant ability and enthusiasm, aware of and stimulated by the challenges and potential of a successful multi-ethnic coeducational school.

DUNRAVEN SCHOOL OVERVIEW

Dunraven School’s results are strong, remaining well above national averages and representing positive ‘value-added’. Recognition of its marked progress has been significant and its journey as a school is important to us. For example:

- In February 2011 we were designated as both a National Support School and a Leading Edge School.
- In August 2011, we converted to Academy status.
- In 2012 we began our development as an All Through School with children starting in Reception in September 2013.
- In summer 2013 our £20 million BSF programme was completed.
- In October 2014 we were judged as outstanding in all areas, including both Early Years and the Sixth Form, by Ofsted.
- In 2016 we were designated as a National Teaching School and an Academy Sponsor. The Dunraven Educational Trust was established.
- In September 2018, our Multi Academy Trust was formally set up with the integration of Van Gogh Primary, followed by Goldfinch Primary school in January 2019.

If you are successful in your application, you will share in the leadership and management of a staff who are hardworking, committed, positive in outlook and dedicated to the achievement of our students. We offer:

- a high standard of professional practice, with bespoke in-house CPD provision, and affiliation to nationally recognised courses and providers (SSAT, Teaching Leaders, Future Leaders, NPQs);
- clear pathways for career development and progression with a proven track-record of success in developing leaders;
- a supportive and collegiate environment, with regular staff social and sporting activities (such as yoga, football and House events);
- excellent opportunities for leading work with external partners (National Support School, National Teaching School);
- a culture of high trust and accountability that values creativity and innovation, leading practice locally and nationally in a range of fields.

The closing date for receipt of applications is Monday 3 June, 4pm
Interviews are planned for Thursday 6 June 2019

Shortlisted applicants will be given a tour of the school site on the day.

Dunraven School is committed to the safety and protection of its students. A satisfactory enhanced DBS check is a condition of employment for all employees.
JOB DESCRIPTION

HIGHER LEVEL TEACHING ASSISTANT

Responsible to: Team Leader or Head Teacher
Salary range: £25,833 to £27,255 pro-rata (Scale points 12-15) depending on experience, qualifications and interview assessment. Full time, term time only

Main Purpose

To provide cover for a range of classes from Year 1 to Year 6. This will involve planning, preparing and delivering activities for individuals, groups or classes (under the direction and supervision of a qualified teacher). The role may be suitable for a graduate interested in teaching.

Duties and Responsibilities

Support for Teachers

- Be responsible for supporting teaching and learning in the classroom to ensure consistent delivery of agreed outcomes, including where agreed, small groups or 1:1 teaching.
- Work with teachers to assess the needs of individual children.
- Support the teacher in managing pupil behaviour, particularly by recognising positive behaviour and reporting difficulties as appropriate.
- Monitor and evaluate children’s responses to learning activities through a range of assessment and monitoring strategies.
- Within an agreed system of supervision, plan and deliver challenging teaching and learning activities and evaluate work/lesson plans as appropriate.
- Attend meetings relating to: curriculum development, general administration, school organisation and pastoral arrangements.
- Use ICT effectively to support learning activities.
- Maintain good order and discipline among children, safeguarding their health and safety, both on school premises and when engaged in authorised school activities elsewhere.
- Organise and manage an appropriate learning environment and resources.
- Will be required to take part in the Breakfast Club rota and may be required to assist with After School Club.

Support for Children

- Encourage children to interact and work co-operatively with others and engage all children in activities.
- Assist in creating materials, resources and additional content for curriculum delivery.
- Assist with behaviour management within and outside the classroom.
- Assist children’s achievement outside of the classroom eg garden, library.
- Provide feedback to children and teachers in relation to progress and achievement.
- Ensure that each child’s potential is fully developed in a social, physical, psychological and cultural sense and their development both as an individual and as a member of a group, is paramount at all times.
- Promote inclusion and acceptance of all children in the school, including those with physical, learning and behaviour difficulties.
- Act as a role model and set high expectations.
Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Having awareness of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, and out of school activities as required
- To take responsibility for Professional Development, ensuring skills and knowledge are regularly updated through attending relevant in-service training and developing a knowledge of Learning Support Needs and strategies for the range of pupils supported
- Participate in school Appraisal scheme, including target setting and review
- Carry out any other responsibilities compatible the role and grade of this post.

Additional Responsibilities

- Maintain pupil and family confidentiality and attend professional meetings when required
- Be available to assist and undertake break duties.
- Participate in training and other learning activities and performance development, as required.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Respond to requests in a timely manner and in line with set deadlines.
- Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or level of responsibility.
- Be aware of own practice and keeping up with current trends in education. Attending relevant courses when possible, in accordance with priorities in the school Development Plan.
- Administer first aid in accordance with school policy.
Equal Opportunities

Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations. Implement the school’s/Council’s Equalities and Race Equality policies fully. To work actively to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

Work in compliance with the School’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

Safer Recruitment Statement

Dunraven School is committed to the safety and protection of its students. An enhanced DBS check with a barred list check is a condition of employment for this post.

Please note: Dunraven is a non-smoking/vaping environment.
PERSON SPECIFICATION

Before completing your application form, please read the person specification and job description carefully. In your supporting statement you should demonstrate how your qualifications, skills and knowledge match the requirements for the post.

Qualifications

Essential
- HLTA qualification or equivalent.
- GCSE Maths and English Grade C or above or equivalent NVQ Level 3.

Desirable
- Degree.
- Full and relevant NVQ Level 3 qualification.
- First Aid qualification.

Skills and Experience
- Level 2 or 3 experience of working with children both in an individual and group setting.
- Ability to plan, evaluate children’s learning, implement planned activities in line with the National Curriculum.
- Ability to undertake record keeping to a high standard and carry out observations of children and to then use this to inform individual planning.
- Experience of working directly with young children/families including those with SEN. Knowledge and experience of Child Protection Procedures.

Key Competencies
- Team-working – work in a positive and co-operative way, learning from others and contributing to the development of the team.
- Caring Effectively – demonstrate sensitivity, respect and kindness towards the school community, ensuring their needs are met within care plans.
- Communicating in Writing – able to write clearly and effectively for a range of recipients, demonstrating sound basic literacy skills.
- Communicating Orally – able to communicate successfully by matching the message to the listener and conveying key points clearly.
- Working with numbers – able to carry out basic calculations with consistent accuracy.
- Decision Making – able to make effective decisions based upon an analysis of all pertinent information.
- Planning and Managing Activities – able to set clear goals and targets, prioritise effectively and complete tasks on time.
- Demonstrate Resilience – able to demonstrate positive, controlled and consistent behaviour even in crisis situations.
- Maintaining Integrity – able to set clear boundaries, maintain personal integrity and adhere to good practice.
- Developing New Skills – commitment to own development, able to seek and embrace opportunities to improve skills and knowledge.
- Respecting Diversity – able to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.
- Good organisational skills.
Other

- An enthusiastic commitment to primary education and working in partnership with families and other adults.
- An ability to use initiative and be flexible.
- An ability to exercise tact and diplomacy.
- Commitment to the protection and safeguarding of children and young people, with up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- An awareness of Equal Opportunities issues.
- Play a full part in the life of the school community, to support the aim of ‘Excellence for All’ and school ethos.
- Promote actively the school’s policies.
- Willingness to undertake professional development.
- Comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
- Undertake any other duty as appropriate not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal and CEO or Head of Primary to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2019