

Higher Level Teaching Assistant

Post Title: Higher Level Teaching Assistant
Reporting to: Head of School
Hours: 14 hours per week, 38 weeks per year
Contract type: Fixed term until the end of current academic year
Salary: Grade D £28,697 - £31,573 pro rata per annum (Actual salary £9,050 - £9,957 per annum)



LETTER FROM THE HEADTEACHER

Dear Applicant,

Thank you very much for the interest that you have shown in our position at Sun Hill Junior School. The successful candidate will have an important contribution to make to our ambitious and hardworking School, and I hope that you will find the enclosed information helpful. We are a 1.5 form entry, semi rural school, situated in the beautiful Hampshire country side and are a sponsored academy and part of Vita Multi Academy Trust.

As a School we are continually working to improve the experiences that we offer our children. Our team are extremely dedicated and invested in delivering the highest quality teaching as well as nurturing the individual. We believe it is crucial that we work together, in partnership, to ensure that our pupils get the very best from their time at Sun Hill Junior School.

Our goal is to open opportunities for our children through an exciting curriculum which we are continually developing, in a safe and supportive environment. We want the children to engage in their learning and continue to be happy and successful learners who are equipped with the skills they need for their futures. SHJS has an SEMH Resourced Provision Unit (called the Nest) which provides support for pupils from across the setting, The Nest is an integral part of the school.

Our Vision and Values:

As a School we are passionate about giving our children a love of learning. Through our STARS values we aim to develop each child's strengths but also help them achieve in areas they find challenging. We encourage these behaviours with all the members of our school community in order to establish a culture that is inspirational to all that visit and work with us.
I very much look forward to receiving your application and would be happy to welcome you to the school to have a look around before you make your application.

Yours sincerely

Marie-Louise Woods
Headteacher - Interim





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There is a happiness around this school. Pupils are eager to learn and find out new knowledge.

Ofsted.
Sun Hill Junior School.

ROLE OVERVIEW

We are looking to appoint a caring, enthusiastic and energetic individual to join our Learning Support team. Working hours will be 14 hours per week, spread over 2 days, 8.30am - 4pm. This is a fixed term contract which will run initially until the end of the current academic year, although this may be extended.

Our Learning Support Team consists of a team of dedicated staff who aim to ensure that all students can access the full curriculum through inclusive measures. Expectations of all SEN pupils remain high and they are encouraged to work to the best of their ability and are provided with the opportunity to become fully involved in the Sun Hill Junior School community.

Working as part of our friendly and supportive team you will work to secure excellent outcomes for the children in our care. The special educational needs at Sun Hill Junior School are not considered a barrier to learning but are recognised, considered and worked with. Students are entitled to enjoy the full curriculum, regardless of additional requirements, and we do our best to try to meet each pupil’s individual needs.

Key Responsibilities:

- Leading small groups of pupils or whole class cover for a teacher when required.
- Use effective behavior management strategies consistently inline with the school's policies and procedures.
- Direct the work of other adults, when directed, to support learning.
- Work with small groups of children with intervention work.
- Support inclusion of all pupils, including those with special needs.
- Supervise at break and lunch duty.
- Support pupils in exams when required.



Person Specification and Qualifications:

Qualifications

- Good standard of education, qualified to at least GCSE Grade C (or equivalent in Maths and English.
- HLTA qualification.

Key Competencies

- Excellent interpersonal and communication skills.
- Able to work effectively as part of a team and on own initiative using judgement and common sense.
- Ability to prioritise and manage tasks to meet deadlines.
- Capable to act on own initiative.

Experience

- Experience working with or caring for children of primary school age, ideally with special educational needs.
- Experience of planning and leading teaching and learning activities (under supervision).



BENEFITS

Remuneration: Support staff salaries are based on HCC pay grades.

Holiday: Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts).

Pension: Support staff benefit from membership in the Local Government Pension scheme. This pension scheme is renowned for its generosity.

Discounts: We offer a wide range of voluntary discounts via our partners KAARP.

Employee Assistance Programme: We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the Trust who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.

Childcare: Reduced preschool fees and term time only packages at Perins Pre School based on Sun Hill Junior School site.

Free gym: based on Perins School site.

Cycle to work scheme.

Free car parking

Wraparound care: reduced fees at breakfast club and afterschool club based at Sun Hill Junior School.



GUIDANCE ON THE INFORMATION YOU NEED TO INCLUDE IN YOUR APPLICATION FORM.

The appointment is subject to satisfactory pre employment checks and clearance by the Disclosure and Barring Service (DBS).

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us this the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form.

EMPLOYMENT HISTORY

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

PREVIOUS EMPLOYERS

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a full history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this. Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason

FORMAL EDUCATION

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

SAFEGUARDING CHILDREN AND ADULTS

Vita Multi Academy Trust is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority.

It is our preference that referees are provided from different schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.





HELP US TO SPEED UP THE REFERENCES PROCESS:

• Ensure the email addresses and phone numbers you have provided for your referees are correct
• Do not to put two referees from the same place of work
• Tell them that they will shortly be contacted for a reference
• Ask them to complete the reference as soon as possible
• Let your referees know when you are offered the role

ARTIFICIAL INTELLIGENCE (AI) TOOLS

We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application. If you do, please remember:

• AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences.
• AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested.
• Ensure the information provided genuinely represents your own voice and experience.
• You must not provide false or misleading information.
• If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

If you are selected to attend an interview or an assessment day we will notify you via MyNewTerm and let you know the date and time of the interview. It is very difficult for us to change the date of the interview once it has been agreed internally.

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