



Job Application Pack

Job Position: Level 4 Teaching Assistant (HLTA)

Zaytouna Primary School

For September 2021

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1 Transform Trust

Our Vision

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

We are strategic partners in Inspiring Leaders, Flying High Teaching School Hub, East Midlands Maths Hub and with Derby Research School.

We can offer you:

- Unrivalled opportunities for professional development through our schools and Transform Applied, Transform's unique and high regarded CPD service www.transformapplied.co.uk
- Trust support networks
- Staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts
- Annual staff survey to allow you to provide us with feedback on what it's like to work for us
- Annual children's/staff awards which celebrates the successes and achievements of our children and staff

For more information about us please watch the Transform film at www.transformtrust.co.uk

All Trust staff have access to and benefit from a comprehensive range of professional development programmes for all stages in their professional journey, backed by focused networks that support curriculum planning, development and delivery as well as coaching and support programmes that ensure they feel part of a wider team that is working together for a common aim.

We are proud of the strong bond that has been forged across our partner schools whilst holding onto the strong commitment to all of our schools maintaining their own identity and place within their local community.

Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

As Salaamu Alaykum and a very warm welcome to Zaytouna Primary.

We are delighted that you are considering us for the next stage in your career – if you are up for excitement, excellence and #DoingThingsDifferently then we are definitely the place for you.

From our curriculum to our enrichment offer, our approach to professional development to our partnerships with the local community, we are striving for innovation and excellence. We believe that school should develop a child's mind, body and soul. This drives every decision that we make and we are proud that we are able to offer this entitlement to all of our children. It's what we care passionately about. We also know that to fulfil this, we need to ensure that mental and physical health and wellbeing is at our core. For our children and our adults. You will see this reflected in everything that we do.

We are proud to be a school of Islamic distinctiveness – you will see that our QIS offer enriches our children to be the best versions of themselves. It's what makes our school a genuine family community. This together with our comprehensive development of our core British Values means that our children are being well supported to become informed, critical thinkers of the future.

Growth in pupil numbers and an unwavering commitment to becoming a school of excellence means that we are looking for a HLTA to join the Zayteam. This is the perfect time to come and help us to write the next chapter of our adventure as we are now fully immersed in phase 2 of our school improvement model. Indeed, our recent Ofsted Monitoring visit in February 2021 acknowledges the great progress that we have made and judged leadership to be effective. We have established some great momentum and have exciting plans for 2021 and beyond and additional capacity on our senior leadership team will fully support this.

We know that the most effective leaders are 'up to something' and care passionately about their area of responsibility, so we are inviting you to help shape your role. Professional dialogue, quality CPD and a focus on both operational and strategic leadership will allow our new HLTA to contribute fully to our continued improved outcomes and provision for our children who deserve the very best.

We are ambitious and unapologetic about what we do at Zaytouna. It's based on what we believe to be important and on the future that we want for our children and for ourselves. We make sure however that we have as much fun as we can along the way!

If you're considering the next step in your career and this sounds like an offer that you'd like to find out more about, then I strongly encourage you to book in for a session to come and meet us, have a tour of school and a further conversation – we'd love to meet you.

Best wishes,
Amy Storer

Headteacher



**Level 4 Teaching Assistant (HLTA)
Required from September 2021
Full time 37 hours per week
Term time only + 5 Inset days
Permanent
Salary Grade F point 20-24 (£25,991-£28,672 FTE)
Actual salary £22,257- £24,552.**

Zaytouna Primary School is seeking to appoint a suitably qualified, experienced, highly motivated, and dedicated Level 4 Teaching Assistant (HLTA) to support teaching and learning in the classroom to maximise the participation of our children. The role will include working with the class teachers to create a stimulating learning environment through excellent classroom practice, plan and deliver intervention sessions for key groups of children and when required provide teacher and PPA cover, delivering high quality lessons following the planning given.

We want to recruit people who are passionate about making a difference to children and want to challenge themselves to keep on improving. Our working relationships are positive, supportive and forward looking.

On 1st September 2018 the school became part of Transform Multi Academy Trust. We believe a significant impact can be achieved for our school with the right vision, motivation and skill of a HLTA who has the passion for enabling children to achieve.

We are a warm and welcoming school that truly inspires all: children, parents and the wider community, by providing them with calm, reflective and safe environments in which they can be nurtured.

Our broad and balanced curriculum of intellectual, physical and spiritual education is all inspired and underpinned by the principles of the Islamic Faith and British Values so that children become positive contributors to any community in which they choose to live. We believe that children should have a positive emotional attachment to learning and be awed and inspired by the learning of Allah's creation so that they become lifelong learners who see the whole world as their classroom.

Our school family celebrate diversity, where difference is respected. We prepare our children to live in a multi-cultural world where they value people of all faiths and none along with people of all walks of life and who challenge discrimination of any form.

We warmly welcome applications from those who are passionate about making a real difference to the lives of children and thrives on challenging themselves and others to keep on improving.

You will:

- Be an excellent Specialist/ Higher Level Teaching Assistant, who loves working with children
- be able to provide creative, inspiring and enriching learning opportunities;
- possess and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs
- be an enthusiastic classroom practitioner with a positive attitude and high expectations of pupils' attainment and behaviour
- have high expectations of pupils' achievements and a commitment to excellent standards;
- work well as part of a team
- be enthusiastic, energetic and committed to making learning exciting;
- have excellent communication skills with children and adults

In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful learning environments
- Friendly, polite, well behaved children who deserve the very best
- Excellent partnerships between pupils, staff, parents, governors and community
- A forward-thinking approach to teaching and learning throughout the school
- Career opportunities as part of a successful Multi Academy Trust

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance and completion of safeguarding children in education training.

Job Description

Overall Purpose of Post

To lead a team of teaching assistants under the overall direction of the Headteacher who will be responsible for policy and the educational programme and for matters of control and discipline within the appropriate Articles of Government.

To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils' needs and identifying and implementing appropriate responses;

Working independently, in accordance within guidelines, to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.

To develop, plan, deliver and review learning activities for pupils in accordance with best practice and national guidelines.

To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.

To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher in accordance with The Education (Specified Work & Registration) (England) Regulations 2003.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

- Plan, deliver and evaluate teaching and learning activities which, under direction of a teacher, meet the agreed objectives and personalised learning needs of pupils involved.
- Contribute to the planning and evaluation of teaching and learning activities by giving constructive and timely feedback and sharing own ideas on pupils' learning needs and realistic ways of meeting these. Make suggestions for improvements and feed these changes into school review and development planning procedures.
- Contribute to the inclusion of all pupils by working with children and families to identify barriers to learning, taking steps to remove these and support participation in a full range of activities by developing individual plans to meet each individual's needs.
- Encourage pupils to make their own decisions and take responsibility for their own learning by using appropriate strategies to challenge, motivate and sustain pupil's interests and efforts in learning activities.
- Hold responsibility for a specialist area within school for which you will lead, keep abreast of developments and provide whole school staff training etc.

SUPERVISION/MANAGEMENT OF STAFF

- To manage and co-ordinate the work of Teaching Assistants at all levels within the school and contribute to the school performance management & development planning.

- Allocate work effectively amongst team members with clear objectives ensuring they are working to the required standards, by managing individuals' performance and recognising positive contributions. Allow time to support team and encourage them to outline their needs etc.
- Provide and support team with regular opportunities to identify learning needs and development opportunities, to make the best use of their abilities.

SPECIFIED WORK

Post holder must also carry out specified work in order to assist or support the work of a qualified teacher in a school. This is an on going and regular requirement of the post and is an integral element of the role at this level. Specified work includes:

- Planning and preparing lessons and courses for pupils;
- Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;
- Assessing the development, progress and attainment of pupils;
- Reporting on the development, progress and attainment of pupils.

SUPPORT FOR THE PUPIL

- Support learning activities for all pupils, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Responsible for maintaining a safe learning environment, ensuring accidents and emergencies are dealt with in an appropriate manner and reported promptly according to procedures.
- Contribute to the safeguarding of all pupils in school by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed.
- Build effective relationships and work in partnership with practitioners to respond to pupils needs as effectively as possible.
- Actively encourage family members' participation in identifying pupils' needs and involvement in school activities in order to establish a partnership approach towards the child/young person's school life.
- Implement agreed behaviour management strategies to promote positive behaviour and support and encourage pupils to manage and take responsibility for their own behaviour
- Support children and young people through transitions that occur in their lives, enabling them manage them in a positive manner.
- Contribute to the personal and intimate care of pupils.
- To support pupils with behaviour, emotional and social development needs and report any issues to the appropriate senior member of staff .
- Provide support to pupils with sensory and/or physical needs to enable them to maximise learning
- Provide support to pupils where English is not their first language.
- Support learning activities for gifted and talented pupils.
- Support pupils in a specialist area eg ICT, Literacy, Numeracy

SUPPORT FOR THE CURRICULUM

- Undertake observations effectively in order to report on pupil performance accurately and contribute to the development of plans to promote learning..
- Plan and integrate ICT into learning activities, providing support to allow pupils to advance and stimulate their learning.

SUPPORT FOR THE TEACHER

- Contribute to maintaining detailed pupil records in an accurate and timely way, following relevant procedure and ensuring confidentiality at all times.
- Develop positive relationships with families, taking a partnership approach ensuring support is provided both at the school and at home and sharing information where appropriate.
- Escort and supervise pupils on educational visits and out of school activities
- To assist with writing and monitoring pupil plans reviewing and implementing interventions enabling pupils to understand and meet their targets.

SUPPORT FOR THE SCHOOL

- Work effectively with other practitioners by supporting their work and drawing on their expertise to support and develop working practices and procedures.
- Willingness to keep up to date with professional practice by maintaining an up to date understanding of the requirements of the role and individual responsibilities.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

	<ul style="list-style-type: none"> • Ability to plan, prepare and deliver a lesson under direction of the teacher • Ability to collate and analyse complex pupil data to inform future planning • Experience of assisting with transition between phases both inside and outside school 		✓		✓	
Skills/Abilities	<ul style="list-style-type: none"> • Understanding and awareness of individual needs and ability to adjust communication methods accordingly. • Ability to lead and motivate a team, ensuring objectives are met • Well developed communication skills, both orally and in writing • Ability to contribute to the management of pupil behaviour • Ability to establish positive relationships with pupils, families, colleagues and outside agencies • Awareness of techniques necessary to support individual learning needs and development. • Initiative in dealing with day to day issues • Ability to contribute to the planning and delivery of learning activities • Skills to support the effective use of ICT in the classroom. • Ability to organise classroom resources • Contribute to maintaining pupil records. • Understanding and awareness of individual needs and ability to adjust communication methods accordingly • Ability to work under own initiative and as part of a wider team of education professionals 		✓		✓	
Personal qualities	<ul style="list-style-type: none"> • A diplomatic and patient approach • Efficient and meticulous in organisation • Commitment to inclusive education • Able to work flexibly, adopt a hands on approach and respond to unplanned situations • Ability to evaluate own development needs and those of others and to address them • Ability to work in accordance with the school's policies including health and safety and safeguarding policies 		✓		✓	

Work Related Circumstances	<ul style="list-style-type: none"> • Must be willing to undertake training as required • Must ensure confidentiality in respect of pupils and information. • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the Trust’s ethos, aims and whole community. 		✓		✓	
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P: Pre-application A: Application T: Test I: Interview D: Documentary evidence

5 Application, Interview and Selection

Any questions or queries should be directed to Joanne Robottom, Office Manager at Zaytouna Primary School, 500 London Road, Derby, DE24 8WH.

Email: joannerobottom@zaytounaprimery.co.uk.

Telephone: 01332 383379.

Closing date for applications: **9am Thursday 8th July 2021.**

How to apply

Please complete an electronic application form through our Trust website

<http://www.transformtrust.co.uk/vacancies>

Closing date for applications: **9am Thursday 8th July 2021.**

Interviews to be held on **Tuesday 13th July 2021.**

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring Form at the end of the application form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of your application. Finally, please include your work, mobile and home telephone contact numbers and an e-mail if applicable.

6 Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

7 Terms and Conditions

Salary	Salary will be scale points 20 to 24 £25,991-£28,672 FTE per annum. Appointed salary will be determined according to the skills, experience and capability of the successful candidate.
Place of work	Zaytouna Primary School, 500 London Road, Derby, DE24 8WH
Hours	Full time 37 hours week term time only
Annual leave	Green book terms and conditions
Pension	Local Government Pension Scheme