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Dear Applicant,

Thank you for your interest in the post of HLTA at St Oswald's Church of England Primary Academy. I would like to take this opportunity to tell you a little about our school. St Oswald's is a two form entry primary academy, with two year old nursery provision. We are part of the Bradford Diocesan Academies Trust (BDAT) and serve the community of Great Horton in Bradford, West Yorkshire.

St Oswald's successfully obtained a good outcome during our most recent inspection, and the school is continuing its journey of excellence and is constantly evolving. The Ofsted report highlighted that there is a culture of teamwork within the school and that our broad curriculum experiences contribute well to pupils' high levels of spiritual, moral, social and cultural understanding, which is interwoven through the whole curriculum. We are very lucky to have a team of highly motivated, committed and extremely able professionals. To match this, our children are inquisitive, hard-working and enjoy their learning. A large part of our school ethos is around involving parents with their children's learning and we want parents to feel welcome and valued in and around our school.

The role of HLTA is very important in our school. If you are interested in a role with lots of teamwork, and like using your range of skills in the classroom to enhance the education of our children in a varied and wide ranging role, we would love to hear from you. We're particularly interested in candidates who enjoy leading interesting and inclusive lessons. Candidates with specific strengths in PE, computing, French, Music, Art and Design technology or other curriculum areas are warmly welcomed. We're looking for someone who enjoys working with children of all age ranges and would like to work within the school to make the role their own.

I would strongly recommend that you come to visit us in order to gain insight into the deeply rewarding career that working with our pupils and staff has to offer.

Kind regards,

G Wilson

Gillian Wilson
Headteacher

Higher Level Teaching Assistant
One Permanent position for 32.5 hours a week to start ASAP
Two fixed term positions for 32.5 hours a week from September 2022 to December 2024
Term time only + 5 days
Band 8, SCP 16-22



Are you looking for a new challenge and the opportunity to be part of a new and exciting team? Do you want to have the opportunity to be innovative and creative? If so, then this is the job for you!

We are looking for an enthusiastic and skilled HLTA to work alongside our class teachers and use their specialist knowledge and skills to enhance our fantastic teaching provision. If you have experience of planning and delivering specified lessons, working alongside a skilled team to encourage our children to develop and be the best they can be, we want to hear from you.

The role includes regular responsibility for leading PE lessons along with a skilled Sports Coach, and we are particularly interested in candidates who have experience and knowledge of PE in the primary sector. However, in our school, no two days are the same, so if you relish being part of a flexible and supportive team and using your skills in a variety of ways, this is the role for you!

St Oswald's is a welcoming Church of England Primary School where the appreciation of others is encouraged and attitudes of tolerance, care, concern and self-respect are developed in a happy, safe and secure environment. As part of the BDAT family, we offer a wide range of opportunities to develop your career, and you will receive regular training to enhance and develop your existing skills.

We need from you

- To be a fully qualified HLTA with experience in a primary setting
- Strong working knowledge of the primary curriculum
- To be flexible and to work on your own initiative
- A strong commitment to achieving success through partnership and team work
- Excellent interpersonal and communication skills
- Drive, ambition and high expectations
- A commitment to learning and continuous improvement
- A passion for developing innovative approaches to deliver the best teaching and learning experiences
- The desire and passion to initiate, lead and manage quick and effective strategies to support the development of the school and have impact on pupil outcomes

We can offer you

- Amazing children ready to learn
- A school and community committed to change and the best outcomes for children
- A dedicated staff team committed to our school and our children
- High levels of Trust and Governor support
- A welcoming, friendly and vibrant school
- A school that is part of a forward thinking Academy Trust
- The school is fully committed to career progression and creating future teachers and leaders

The successful post holder will report to the Headteacher who will provide guidance and support. Interested candidates are invited to contact Helen Jacklin, Business Manager via email; recruitment@stoswalds.bdat-academies.org for more information or to arrange a visit to the school.

Closing date – 17th June 2022

Shortlisting - 20th June 2022

Interviews - 27th June 2022

We are committed to safeguarding children and all posts are subject to an enhanced DBS check



Working with BDAT



Bradford Diocesan Academies Trust recognises that if our schools are to succeed, our teachers and school staff are our most valuable asset. We work hard to be the education employer of choice in Bradford. We do this by:

- Recruiting the highest calibre of teachers who share our aspiration and ambitions for our students to succeed;
- Developing our teams by talent spotting and rewarding our next generation of leaders
- Making sure BDAT is a good place to work so that we retain and grow the expertise of our people.

Our Employee Pledge

We will offer you:

- Work in a values driven, student centred organisation where every child is supported to reach their academic potential and accomplish their individual goals.
www.bdat-academies.org/about-us/bdat-mission-statement/
- The prospect of working for an increasingly successful and growing Trust which is committed to providing high quality education for all of its students.
- A separate career development discussion with a senior leader resulting in a bespoke career development plan in addition to Performance Management.
- Ongoing assistance in developing your 'craft' of teaching.
- Assistance with career progression both within and outside the Trust.
- A competitive employees' benefit scheme.
www.bdat-academies.org/about-us/employee-benefit-scheme/

We will provide you opportunity to:

- Have a week's placement in one of the BDAT schools within the first two years.
- Work with like-minded subject colleagues from the other trust schools.
- Shadow colleagues both within the school and across BDAT.
- Support the development of teachers new to the profession or to their role.
- Gain the experiences required to meet external leadership qualifications such as Specialist Leadership in Education.

In return we expect you:

To Model:

- The values of BDAT and your school at all times.
- Professional behaviours at all times.

To Be:

- A consistently good teacher on a day to day basis.
- Committed to ongoing professional development.
- A team player and to adopt a 'can do' attitude.

To:

- Place safeguarding of students at the heart of your work.
- Engage in constructive professional dialogue, giving and listening to feedback.
- Contribute to the development of students and staff.
- Meet Teachers' Standards and Trust Leadership Standards as appropriate to career stage expectation.

Want to find out more?

If you want the chance to join a Trust committed to developing the very best teachers and school staff in Bradford:

- Check out our latest vacancies on www.bdat-academies.org/vacancies
- Follow us on twitter: [#wearebdat](https://twitter.com/wearebdat)

HLTA Selection Process Guidance

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement, you will not be disadvantaged if you are unable to visit. Please contact the school office on 01274 573396 to arrange a mutual appointment. The visit will give you an opportunity to meet the Headteacher and to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff, the Trust Education Director and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last, employer.

Interview Day

The interview day will consist of practical activities including a formal interview. One of the tasks an activity which you will plan and deliver to a group of our enthusiastic children. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications
- Right to work in the UK

JOB DESCRIPTION

Job Title:	HLTA
Grade:	Band 8, SCP 16-22

To complement the professional work of teachers by taking responsibility for a curriculum subject under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

<p><u>Support for Pupils</u></p> <p>To provide high quality learning and teaching to enable our pupils to become effective, enthusiastic, independent learners, committed to life-long learning. This implies setting high expectations so that pupils achieve their maximum potential.</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Assess the needs of students and use detailed knowledge and specialist skills to support pupil's learning • Establish productive working relationships with children, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all children within the classroom • Encourage pupils to interact and work co-operatively with others and engage all students in activities • Support pupils' learning activities, attend to additional learning needs, and help in development; • Help with the care and support of pupils; • Contribute to the health and well-being of pupils; • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Provide feedback to students in relation to progress and achievement • Support pupils' in their individual learning and development, for example, in their acquisition of cognitive and learning skills; • Help pupils to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum. • Assist in the development and implementation of IEPs • Support students consistently whilst recognising and responding to their individual needs <p><u>Desirable</u></p> <p>Has confidence and experience of leading PE in a primary setting.</p>
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<p><u>Support for the Teacher</u></p> <p>To work with the Senior Leadership Team and teachers including our pupils, staff, governors, parents and other members of the community to contribute to a professional learning community, which enables others to achieve.</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Help with classroom resources and records; • Contribute to the management of pupils' behaviour, both in the classroom and on the playground, as required; • Support the school curriculum, especially literacy and numeracy activities; • Provide support for learning activities; • Support the use of ICT in the classroom; • Assist in the maintenance of a safe environment for pupils and staff; • Assist in the presentation of display materials; • Support teaching staff or senior colleagues with routine administration. • Contribute to the planning and evaluation of learning activities; • Support teachers in planning and preparing lessons, resources and the classroom during weekly planning meetings; • Assist in the recording of pupils' progress; • Raise the awareness of teaching staff to the strengths and difficulties of individual pupils; • Assist teaching staff in the monitoring and evaluation of pupils' progress, providing them with feedback on observations undertaken; • Assist in the assessment of individual pupils; • Provide support for teachers in developing effective approaches to managing behaviour; • Assist in setting behaviour targets; • Assist in reviewing Education and Healthcare Plans (EHCPs) as appropriate. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Have further relevant qualifications. • Able to balance work and personal life and is considerate of the well-being of others.
<p><u>Support for the School</u></p> <p>To support the Headteacher in providing effective organisation and management for our school, and to lead and seek ways of improving organisational</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Monitor effective working relationships with colleagues and parents; • Attend weekly staff briefing and staff meetings; • Contribute to the maintenance of pupils' safety and security; • Review and develop their own professional practice;

structures and functions. Ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, managing available resources and ensuring value for money through effective performance management.

- Recognise confidentiality, child protection procedures, Health & Safety, and the policies of the Governing Body and the MAT;
- Assist the teaching staff in the smooth transition between educational phases;
- Liaise effectively with parents and other parties, as required;
- Review and develop own professional practice to enhance and support the school development plan.
- Deliver agreed lessons and learning activities to individuals, groups and whole classes as required;
- Use specialist skills to undertake activities necessary to meet the physical and emotional needs of individuals and groups of children;
- Provide written and verbal feedback to pupils in relation to progress and achievement, following the school marking and feedback policy;
- Establish good working relationships, and to communicate with other professionals or agencies to support pupils' progress and achievement.
- Undertake appropriate planning and preparation of lessons and interventions for individuals, groups and whole classes;
- Implement agreed learning activities and teaching strategies, in liaison with the teacher;
- Report on the development, progress and attainment of pupils to the teacher responsible.

Desirable

- Identify own strengths and specialist areas, and use these skills to lead, support and advise others, as appropriate.
- Provide out-of-school learning activities which conform to established school guidelines.
- An understanding of strategic planning, monitoring and evaluation
- First Aid training or a willingness to participate in and support First in school.

<p><u>Strengthening Community through Collaboration</u></p> <p>To engage with the internal and external school community, thus modelling the principles of equity and entitlement. To work with the Headteacher to encourage and engage in collaboration with other schools in order to bring positive benefits to the school and share its expertise more widely.</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Has a commitment to the principles of inclusive practices ensuring equal rights for all. • Recognises the vital partnership with parents/carers and in particular, their role in contributing to the child's education and positive school life. • Has some experience of working effectively with parents and the community • Committed to networking and collaboration with partners, including the Church other schools, the LA, businesses and community organisations. • Committed to developing the Christian character and ethos of our school
<p><u>Application form and letter</u></p>	<p>Application forms should be fully completed, accurate and legible; The supporting letter should be no longer than two sides of A4 (minimum font size 11);</p> <p>In line with the Immigration Act 2016 the Government has created a duty to ensure all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard;</p> <p>The post holder is required to meet the Advanced Threshold Level. This means they should be able to:</p> <ul style="list-style-type: none"> • Express themselves fluently and spontaneously at length effortlessly. • Explain difficult concepts simply without hindering the natural smooth flow of language. • Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children who have a wide variety of educational needs. • Experience of using Microsoft packages including email • At least three years experience of working in a Primary School • Confident in using a number of ICT applications to support planning, teaching and learning • Knowledge, understanding and experience of: <ul style="list-style-type: none"> ○ Providing effectively for children's differing needs ○ A range of appropriate strategies for supporting teaching and learning ○ A range of behaviour management strategies o Identifying, and closing gaps in children's understanding ○ Experience of delivering sessions for individual pupils and groups of pupils 	<ul style="list-style-type: none"> • Experience of planning, delivering and assessing sessions for individuals and groups of pupils, including whole classes. • Experience of leading PE sessions for diverse groups of children 	Application form & Selection process
QUALIFICATIONS	<ul style="list-style-type: none"> • Higher Level Teaching Assistant Qualification or equivalent • English GCSE A-C or equivalent • Maths GCSE A-C or equivalent 	<ul style="list-style-type: none"> • Qualifications relating to post e.g. health, children, practical skills, first aid. • Further higher qualifications, eg Degree • Mini bus driver qualification 	Application form & Selection process. Certificates.
SAFEGUARDING	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people and has an up to date knowledge and training of relevant legislation and guidance, in relation to working with, and the protection of, children and young people. 		Application form & Selection process.
TRAINING	<ul style="list-style-type: none"> • Willingness to participate in development and training opportunities. 	<ul style="list-style-type: none"> • Training or willingness to undertake training in the relevant learning strategies 	Application form & Selection process

	<ul style="list-style-type: none"> Evidence of previous personal development. 	<ul style="list-style-type: none"> Health & Safety training as appropriate 	
SPECIAL KNOWLEDGE	<p>The HLTA will be able to:</p> <ul style="list-style-type: none"> Teach a whole class session Teach planned lessons and cover lessons where required Work with an individual, group or whole class Reinforce teaching points during teacher input Clear up misunderstandings and sort out misconceptions Teach new concepts as agreed with the class teacher Model acceptable behaviour Provide strategies for spelling, reading, number skills and extending thinking skills Suggest ways of developing learning Encourage positive social skills Support teachers with planning 	<ul style="list-style-type: none"> Understanding of relevant policies/codes of practice and awareness of relevant legislation. 	Application form & Selection process
EQUALITY	<ul style="list-style-type: none"> Candidates should indicate an acceptance of and commitment to the principles underlying the School's Equality policies and practices. 		Selection Process
DISPOSITION – ADJUSTMENT/ ATTITUDE	<ul style="list-style-type: none"> Ability to relate well to pupils and adults. Ability to work constructively as part of a team. Ability to remain calm under pressure. Demonstrate good co-operative, interpersonal and listening skills. Demonstrate a commitment to working with children of the relevant age. Flexibility and willingness to accept change. Willingness to share expertise, knowledge and experience. Approachable, courteous and able to present a positive image of the school to callers and visitors. 	<ul style="list-style-type: none"> Ability to identify own training and development needs. Understanding of classroom roles and responsibilities and your own position within these. 	Selection Process

	<ul style="list-style-type: none"> • Maintain confidentiality in matters relating to the school, its pupils, parents and carers. • Ability to prioritise conflicting demands and pressures 		
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Will not require holiday leave during term time. • Must be legally entitled to work in the UK (Asylum and Immigration Act 1996). • No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required). 		<p>Selection process.</p> <p>Sight of appropriate documentation as specified in interview letter</p>
PHYSICAL/SENSORY	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with Equality Act 2010. • Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties • For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of moving and handling pupils, within school policies and practices. • For this post it may be an unavoidable core component of the job for the postholder to be willing and capable of meeting the hygiene and personal care needs of pupils within school policies and practices. 		Selection Process

In and around Bradford

Bradford has a rich and fascinating history from Roman remains to Victorian grandeur. With a long industrial heritage, Bradford is proud to have once been the wool capital of the world which led to pioneers such as Sir Titus Salt to build businesses in the area. You don't have to go far to find out more, simply walk the streets and look up at the architecture or learn more about Bradford's history at [Bradford Cathedral](#) and [Bradford Industrial Museum](#) or visit the magnificent [Bolling Hall](#) a 17th century mansion house.



Nearby Saltaire, a model Victorian village and a UNESCO World Heritage site is a joy to visit and make sure you join a guided walk to learn more about the village's past. Mill owner Sir Titus Salt built the village for his workers and today Saltaire attracts millions of visitors to its magnificent architecture. Bradford was awarded the title of the world's first [UNESCO City of Film](#) due to the city's rich film heritage and its inspirational movie locations. Bradford has been a film location since the beginning of cinema, with its indigenous film industry being traced back to the years around the First World

War. To this day Bradford district is still chosen and featured in top films and TV series. Bradford was also the birthplace of the famous artist David Hockney, and you can be enthralled by his works at [Salts Mill](#) and [Cartwright Hall](#).

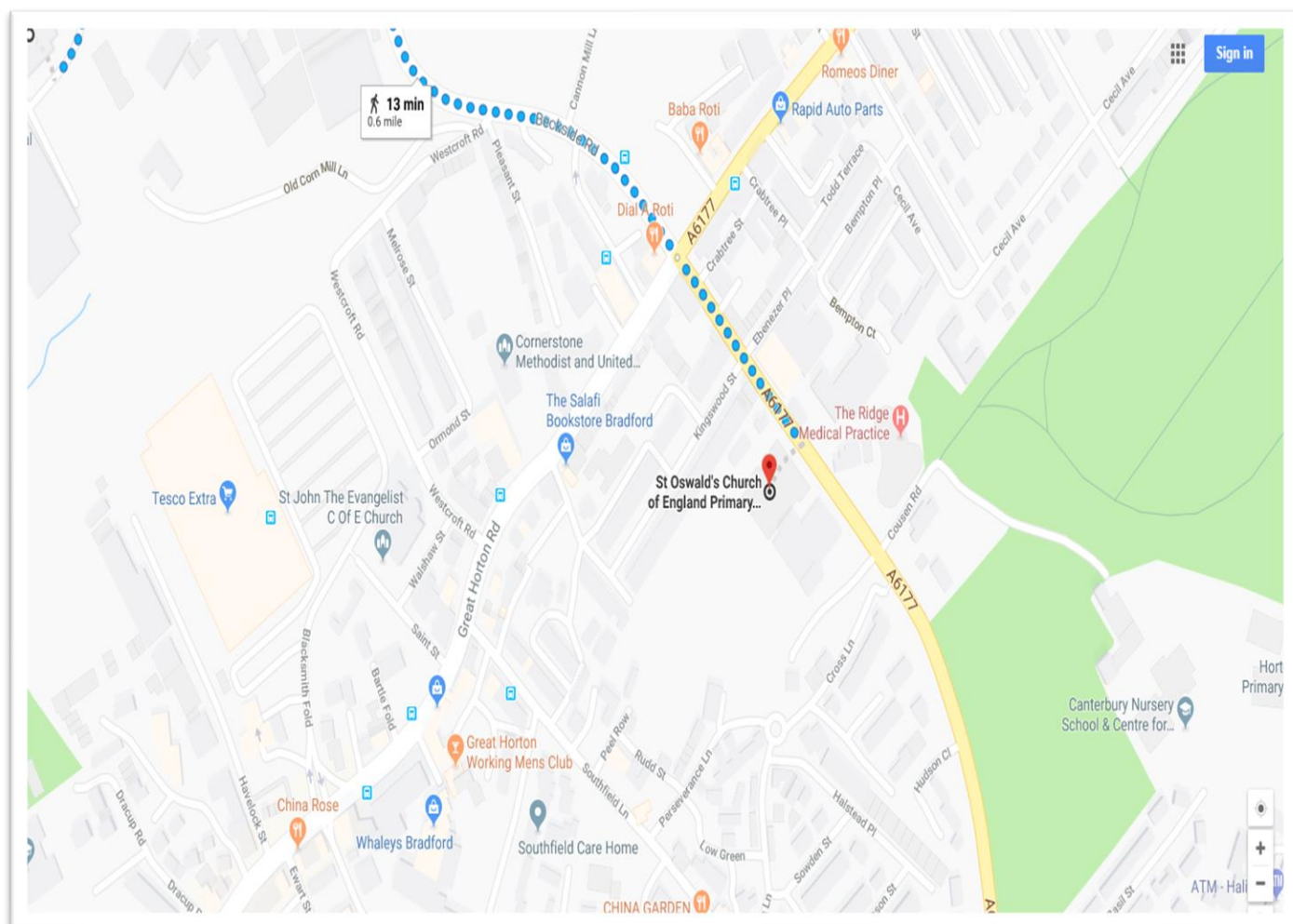
Bradford is home to over 200 Asian restaurants and is proud to be Britain's Curry Capital of Britain for the last six years. There are a number of award winning restaurants which serve authentic Asian cuisine, so you will definitely find something that will tickle your taste buds, why not use our [Curry Guide](#) for inspiration.

Although we have a reputation for serving fantastic Asian food we also have an amazing selection of other cuisines. The Michelin starred [Box Tree](#) is one of Yorkshire's top restaurants, serving sophisticated British cuisine, served in even more sophisticated surroundings. If you are on a smaller budget Shipley and Saltaire have a great selection of restaurants. From [Yo Yo's](#) serving Chinese, Japanese and Thai to the [Tapas Tree](#) and the [The Terrace](#) a French style Cafe bar and bistro.



The Alhambra Theatre is regarded as the North's premier touring venue and regular visits are made from prestigious companies such as the Royal Shakespeare Company, Northern Ballet, Disney Theatrical, the National Theatre, Matthew Bourne's New Adventures and David Ian Productions.

How to find us



St Oswald's Church of England Primary Academy

Cross Lane

Great Horton

Bradford

BD7 3JT

Tel: 01274 573396