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**LADY ROYD  
PRIMARY SCHOOL**



## **Lady Royd Primary School**

### **HLTA**

**Full time – 32.5 Hours per week, Monday to Friday**

**Fixed term (in the first instance) until 23/07/2025**

### **RECRUITMENT INFORMATION PACK**



**Salary: Band 7, SCP 11-17**

**Service term: Term time only**

**Actual Salary: £19,305 - £21,657**

**From: November 2024**

Lady Royd Primary School

Squire Lane, BD9 6RB



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**bdat**  
Bradford Diocesan  
Academies Trust

## Contents

1. About Lady Royd Primary School
2. BDAT
3. Information on the post
4. Application process
5. Job Description
6. Personal Specification
7. Enhanced Disclosure
8. School Location and Travel Information





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## **1. About Lady Royd Primary School**

Thank you for the interest you have shown in the post of HLTA at Lady Royd Primary School. This is an excellent opportunity to join our dynamic team.

Lady Royd Primary School is situated on the Bradford Girls' Grammar School site and fulfils the education of pupils from Reception to Year 6. In September 2024, Lady Royd deamalgamated from Bradford Girls' Grammar School to be a standalone Primary School.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013 and now takes both girls and boys into its primary school, Lady Royd Primary School. The Senior School has remained a girls' school.

There are many other strengths of the school; teaching quality is good across the two phases leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos. Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform. Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We are aiming to be a beacon of success and every indicator we have suggests that we will achieve this goal. Continuing to recruit high calibre staff is a key priority of our strategy.

The quality of education is the key focus of the organisation and everything that we do is designed to ensure that the classroom experience for the students is excellent.

The Senior Leadership Team consists of the following positions:

### Primary Phase

- Headteacher of Primary Phase
- Assistant Headteacher
- Assistant Headteacher
- Early Years Leader
- KS1 Leader
- LKS2 Leader
- UKS2 Leader



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We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Lady Royd Primary School.

This clearly is an exciting time to join our school as we build on our strong foundations to become a modern forward-thinking centre of excellence. If you would like to join our team, then please complete the application form. Any further details can be obtained from the school directly. We look forward to hearing from you.



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PRIMARY SCHOOL**



## **2. Bradford Diocesan Academies Trust (BDAT)**

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice. As importantly we know from working our way through the COVID pandemic, that a problem shared really can be a problem halved, and by working together we can save ourselves time, money and lots of duplication of work.

We are a Trust which is value-led, and we know it is important that we consistently live these values. The Trust's mission is "At BDAT we want every child to have a happy and high-quality education enabling them to grow and flourish during their time at school."

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values believing these are as appropriate and important to staff and students of all faiths (and to those without faith) as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @WeAreBDAT or visit [www.bdat-academies.org](http://www.bdat-academies.org)



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PRIMARY SCHOOL**



### 3. Information on the Post

We are excited to advertise the position of HLTA on a permanent basis. The post will be term time only, meaning the post holder will benefit from 13 weeks holiday per year.

If you have the desire and passion to support our children to Aspire, Succeed and Lead, we would love you to join our team.

In return, we can offer you a creative, exciting and supportive setting within a strong community which is committed to change and the best outcomes for our pupils. We pride ourselves on our busy, active and innovative school, and can offer you an unforgettable experience working with our amazing children and staff team.

Lady Royd Primary School is part of Bradford Diocesan Academies Trust. The successful candidate will be employed by BDAT although their main place of work will be at Lady Royd Primary School.

To find out more about BDAT visit [www.bdat-academies.org](http://www.bdat-academies.org)

BDAT strives to be a diverse and inclusive employer a place where we can ALL be ourselves.

We encourage and welcome applications from everyone.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our **accountability** to our children and the impact we make on their futures; we are **self-confident** in what we do; and we are prepared to **persevere** in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on **integrity**, **mutual respect**, and **empathy**.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.





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#### 4. Application Process

Should you wish to apply for this position, please send the following:

- A completed application form. Applications should be made electronically via MyNewTerm.
- **Closing date for applications: Thursday 17<sup>th</sup> October 2024**
- **Shortlisting of applications: Thursday 17<sup>th</sup> October**
- **Interview date: TBC**

Appointments made are subject to an enhanced DBS check.

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





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PRIMARY SCHOOL**



## 5. Job Description

<b>Post Title:</b>	Higher Level Teaching Assistant
<b>Post Purpose:</b>	To work under the guidance/instruction of the Senior Leadership Team to undertake planning and preparation towards an agreed timetable and also ad hoc cover and assist Class Teachers in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area
<b>Reporting to:</b>	Headteacher/SLT
<b>Working time:</b>	Monday – Friday 8:30am - 3:30pm plus Inset days.
<b>Salary/Grade</b>	Band 7, SCP 11/17
Main (Core) Duties: To support us in our aim to provide an exceptional education rich in learning opportunities in a supportive and nurturing environment, that challenges our pupils to raise their aspirations and to develop the confidence and resilience to reach their full potential.	
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• To have high expectations of all students and to promote independence and ownership of learning.</li><li>• To be aware of the needs of students on the SEND register and be knowledgeable about the support they require to fully access the school curriculum.</li><li>• Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision.</li><li>• Organise and safely manage the appropriate learning environment and resources.</li><li>• To provide support for students outside lessons, as appropriate, so they can participate fully and actively in all aspects of school life.</li><li>• To communicate effectively with teachers, pastoral staff and others to ensure students are well supported in their learning.</li><li>• To promote and maintain good discipline in accordance with the whole school behaviour strategy.</li><li>• To support the well-being of individuals and group of students; provide guidance and advice to students on educational and social matters.</li><li>• To develop positive working relationships with students and their families in order to provide advice, training and guidance.</li><li>• To engage fully in the appraisal process and take opportunities to develop by engagement in CPD opportunities.</li><li>• To attend meetings and training and carry out administrative tasks and duties as specified on the school calendar.</li><li>• To consistently implement all academy policies.</li></ul>



	<ul style="list-style-type: none"><li>• To report any safeguarding concerns immediately to a Designated Safeguarding Lead.</li><li>• To carry out any other reasonable tasks deemed suitable based on your skills and capabilities as requested by the Headteacher.</li></ul>
<b>Supporting the School</b>	<ul style="list-style-type: none"><li>• To participate in relevant professional development as deemed appropriate.</li><li>• To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.</li><li>• To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.</li></ul>
<b>Wider Responsibilities</b>	<ul style="list-style-type: none"><li>• Play a full part in the life of the school community supporting its vision and ethos and encouraging staff and students to follow this example</li><li>• Be aware of and comply with policies and procedures relating to child protection / safeguarding, equality and diversity, health and safety, ICT, security, confidentiality and data protection, reporting all concerns to an appropriate senior person.</li><li>• To share responsibility for student welfare</li><li>• Comply and assist with the development of policies and procedures relating to area of responsibility as required.</li><li>• Develop effective professional relationships with others</li><li>• Maintain the confidential nature of information relating to the school, its students, parents, and carers acting in accordance with the principles of the GDPR and the Data Protection Act 2018 at all times.</li></ul>
<b>Physical Conditions</b>	<ul style="list-style-type: none"><li>• The post is based at Lady Royd Primary School.</li><li>• The school is accessible by stairs and lift and is available by disabled persons to the ground floor by a portable ramp on request</li><li>• This post is subject to an enhanced Disclose and Barring Service check.</li><li>• The school operates a non-smoking policy.</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.</li></ul>



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## 6. Personal Specification

	Essential	Desirable	Evidenced in
Education to Level 3	✓		Application
Minimum of Level 2 qualification in English and Mathematics	✓		Application Interview
Evidence of continuous professional development	✓		Application Interview
First Aid qualified		✓	Application Interview
<b>Experience</b>			
Experience of coaching young people	✓		Application Interview References
Experience working within a school setting	✓		Application Interview References
Experience of using strategies to manage challenging behaviour	✓		Application Interview
Experience of supporting young people of all abilities including those with SEN, EAL and /or who are Gifted and Talented	✓		Application Interview References
Experience of delivering specific intervention programmes	✓		Application Interview References
Experience of developing and delivering consistently effective monitoring and tracking of pupils' successes and areas for development		✓	Application Interview References



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PRIMARY SCHOOL**



## **7. Enhanced Disclosure**

Thank you for your interest in this post at Lady Royd Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as “spent” under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Lady Royd Primary School is committed to safeguarding and promoting the welfare of children.

Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

***We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.***



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## 8. School Location and Travel Information

Lady Royd Primary School  
Squire Lane  
BRADFORD  
BD9 6RB

Tel: 01274 545395

[www.bggs.com](http://www.bggs.com)

