

RECRUITMENT PACK

Grove House Academy

Early Years Higher Level Teaching Assistant



Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that impacts positively our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share, and learn from each other and the wider system through agile professional learning communities. They have access to high-quality professional development through our **Institute of Learning**. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected, and happy in their work.

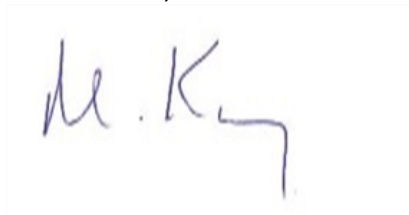
Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we will live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

This partnership has created one of the largest non-faith Trusts in West Yorkshire, with 18 academies, 8,200 pupils, and over 1,200 staff. Rooted in shared values of inclusivity, collaboration, and excellence, this is a natural partnership and an exciting time to be joining our Trust.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

A handwritten signature in blue ink, which appears to read "M. Kay". The signature is written in a cursive, flowing style.

Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)

For further information about Impact Education MAT, please visit our website:

www.i-mat.org.uk



Grove House Academy

Thank you for expressing an interest in our vacancy.

We are seeking to appoint dedicated, honest, and creative individuals who genuinely want to enjoy making a positive difference to the lives of the children in our community.

At Grove House Academy, we want to develop teams which promote high aspirations, enthusiasm and a commitment to providing a high-quality education for all pupils. You will be joining our school at an exciting point in our journey to drive school improvement. As a highly inclusive school, we pride ourselves on our positive culture to create happy, safe high-quality learning environments that nurture all our children and staff.

Our recent development of a complex needs provision is essential to ensure our school can support a range of additional needs within our mainstream setting. This is in addition to our resourced provision for visually impaired children. At Grove House Academy we strive to ensure that all children have equal opportunities to the curriculum without boundaries.

Our curriculum makes learning at Grove House incredibly special. We focus on the whole child, including their wellbeing, enabling our children to be happy, confident, curious students, who have excellent learning behaviours and high expectations of what they can give the world and what the world can give them.

Grove House Academy will work with you to create a bespoke programme of professional development opportunities and training, which will enhance your practice and enable you to continue to learn and grow. We pride ourselves on developing people and playing our role in building a stronger sustainable Bradford.

Visits to the school are highly recommended and our school website also holds a wealth of information about us.

We wish you every success in your application and look forward to meeting you.

Best wishes

Alexandre Summerscales
Executive Headteacher

Job Description

Post:	Early Years Higher Level Teaching Assistant
Salary:	Scale 6, SCP 18-22 (FTE £31,537 - £33,699)
Actual Salary:	£25,586
Hours:	35 hours Term Time Only
Start Date:	November 2026
Closing Date:	Thursday 1 October 2026 at 9am
Interview Date:	Tuesday 6 October 2026

Core Purpose

- To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.
- Progressing pupil learning in a range of classroom settings; including working with individuals, groups of pupils or whole classes where the assigned teacher is not present (e.g. during PPA time or covering short term absence). This may involve planning, preparing and delivering learning activities as well as monitoring pupils, assessing, recording and reporting on pupil achievement, progress and development.
- To take responsibility for the implementation of learning activities/work programmes under an agreed system of supervision with individuals/groups, in or out of the learning environment. This will include assisting the teacher in the whole planning cycle and the management/preparation of tasks/resources.

Duties and Responsibilities

- Assist the teacher in all aspects of lesson planning and planning of other learning activities, participating in all stages of the planning cycle and modify methods to meet individual/group needs; assessing, evaluating and adjusting lessons/work plans as appropriate and in accordance to pupil responses/needs whilst helping pupils to access learning activities through specialist support.
- Perform allocated tasks with limited supervision using professional discretion where required.
- Will transfer work and resources back to the teacher and feed back any issues.
- As agreed, and with limited supervision, deliver a range of teaching and learning experiences which should be appropriately differentiated and suitably challenging, ensuring all children are engaged in appropriate activities; giving support where necessary.
- Will undertake routine marking of pupils' work and accurately record achievement/progress, administer and assess routine tests and invigilate exams/tests as well as working with the teachers to evaluate students progress.
- Support the teacher in establishing, planning, adapting and undertaking structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical,

social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.

- Will recognise own strengths and areas of expertise and use these to advise and support colleagues in order to ensure the smooth running of the learning environment and contribute to relevant meetings.
- Will supervise and support pupils consistently at all times including those with special needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- Assess the needs of pupils and use detailed specialist skills in the development and implementation of My Support Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and wellbeing of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Will teach and supervise whole classes during the short-term absence of the teacher and undertake the planning for this supervision within the pre-determined lesson framework; keeping all children engaged, maintain good order and to keep pupils on task.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations, employ strategies to recognise and reward achievement of self-reliance whilst promoting self-esteem. Encourage pupils to act independently, working co-operatively and interacting with others.
- Will develop, organise, prepare, create, safely manage and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use, clearing/storage afterwards and sourcing/suggesting new resources where needed.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils. Make suggestions on developing areas where required.
- In liaison with the class teacher, will establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of pupils.
- Will contribute to the planning of opportunities for students to learn outside of school contexts in line with school policies and procedures.
- Will provide clerical/administrative support as directed by the teacher.
- Will implement local and national learning strategies and will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher whilst making effective use of opportunities provided by other learning activities to support the development of relevant skills.

- Will support pupils in the use of ICT in learning activities as directed by the teacher, develop skills to deliver ICT packages to pupils and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
- Will take line management responsibility in the supervision of other Teaching Assistants, students on work experience, trainees and voluntary helpers. Undertake induction, appraisal, training and mentoring as necessary.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification

Attributes	Essential	Desirable	Identified
Qualifications	• Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above)	• NVQ Level 3 for Teaching Assistants or equivalent qualifications or experience • Training in relevant support strategies • First Aid at Work • Any qualifications linked to supporting pupils with additional needs	• Application • Certification
Experience	• Values driven • Strong ICT skills • Experience of working with children with a wide range of needs (SEND, EAL, vulnerable)	• Working in a school or early years setting with a similar context • Working with children with complex communication and neurodiversity	• Application • Interview • References
Knowledge and skills	• High expectations which motivate and challenge students • Ability to engage children with learning in an age-appropriate way • Understanding and commitment to Equal Opportunities	• Understanding of the primary curriculum and other basic learning/national curriculum • Understanding of Child Development and Learning	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Ability to work well in a team • Values-aligned & resilient • Ability to work in a calm manner with children exhibiting behavioural difficulties	• Ability to liaise with the teachers to plan differentiated work • Ability to think clearly and remain calm in emergency situation	• Application • Interview • References

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| <ul style="list-style-type: none"> • Flexible • Motivated and enthusiastic • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy • Energy to make learning engaging | | |
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How To Apply

To apply, please visit MyNewTerm at the following link:

<https://mynewterm.com/jobs/148201/EDV-2026-GHA-15019>

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.