



Parlaunt Park Primary Academy Langley, Berkshire

Higher Level Teaching Assistant
Application Pack

Contents

Thank you for your interest in the post of HLTA at Parlaunt Park Primary Academy

This pack contains:

- Letter to candidates
- Details about the Trust and the Sponsor
- Information about Parlaunt Park Primary Academy
- Information about the other schools in The Trust
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact Parlaunt Park Primary Academy via the details below:

Cheryl Laws
Communications Manager and PA to the Head Teacher
cheryl.laws@parlaunt.slough.sch.uk
01753 542269



**Kennet Road
Langley
SL3 8EQ**

Dear Applicant,

I am delighted that you have shown an interest in applying for the HLTA position at Parlaunt Park Primary Academy. I would like to set out the reasons why this opportunity is so exciting.

Parlaunt Park Primary Academy became part of The Langley Academy Trust in 2014. We are a 3 form entry school, with approximately 90 children in each year. We also have a nursery on site with capacity for up to 100 pre school aged children.

We have fantastic school grounds and we strive to find new ways to engage the children in outdoor learning through our animals. Our fantastic vision for outdoor learning means that we are continuously developing the outdoor opportunities for the children.

We are committed to developing each and every one of our pupils to enable them to become the best they can be by providing each child with an outstanding educational experience. We are proud of our excellent pastoral care which provides a complete support package for our children alongside our creative leadership team.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. We encourage them to become independent thinkers with a love for life and learning. Children from Parlaunt Park Primary Academy become responsible, global citizens who can reach for the stars.

To support us in our aims, we need support staff who are innovative, energetic and nurturing with knowledge and understanding of teaching and learning the primary curriculum. You will also need to have a passion to support us in creating a motivating environment which inspires children.

As a member of our growing team we are looking for Teaching staff who are:

- Clear about their values and are passionate about the role a primary school can play in transforming children's lives
- Able to work as a supportive, reflective member of our team
- Excited by working in a collaborative environment across The Trust
- Professional with a 'can-do' approach
- Flexible, quick thinking with lots of great ideas
- Energetic, creative and able to use your initiative
- Approachable with excellent communication skills
- Role model for the school community

We will look to you to support our teaching team to create a supportive, learning environment, which enthuses children and gives them the motivation to do well. In return, you will benefit from the support of our team and The Langley Academy Trust. As part of a dedicated team, you will have opportunities to develop your wider skills and interests to benefit our children.

As an academy we offer you the following benefits:

- Access to a weekly CPD programme that includes various Leadership programmes.
- A subsidised Christmas policy is offered to all staff across Trust.
- Flexible and supportive team with a shared vision/ethos.
- Flu vaccinations are offered every September to staff across the Trust
- Opportunity to work alongside practitioners across The Trust
- Comprehensive internal and external CPD programmes to assist in the development of your skills
- Priority admission for children of Langley Academy Trust staff (see admissions policy for further Information)
- A generous contribution made towards pension

We are on an exciting journey at Parlaunt Park Primary with a vision to work toward outstanding status and provide the best possible outcomes for our pupils and staff. We encourage you to book a show round of the school with our Communications Manager prior to your application.

Yours sincerely,



Polly Bennett
Headteacher

About the Trust and the Sponsor

The Langley Academy Trust is a Multi-Academy Trust (MAT) established to build on the successes of The Langley Academy to enhance the life chances of all the children who attend our schools. Being a MAT allows us to take advantage of synergies between primary and secondary education. We are able to learn from best-practice and share resources across the Trust.

The Langley Academy Trust encompasses Parlaunt Park Primary Academy, The Langley Academy Primary and The Langley Academy. The Trust is at the heart of the Langley Academy community and is aspirational, we want to be the best MAT in the country with each school rated Outstanding as soon as possible. We believe in the economies of scale, the cross-phase opportunities for staff, the ability to respond to each other's needs quickly and the 'can-do' approach to everything we do, thus making the working environment very exciting.

The Langley Academy Trust is sponsored by The Arbib Foundation.

The Annabel Arbib Foundation is a registered charity established in 1987 that supports the philanthropy of Sir Martyn Arbib, and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. The Annabel Arbib Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames, which opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

Sir Martyn's daughter, Annabel Nicoll is the Chair of The Langley Academy Trust. She works passionately with energy, commitment and determination to ensure The Trust makes a difference to the children and staff, offering opportunities that many elsewhere in the country may not get.



Annabel Nicoll, Sponsor

Parlaunt Park Primary Academy

Parlaunt Park Primary Academy is a popular community school with recently modernised buildings that became a sponsored Academy within The Langley Academy Trust and opened in September 2014. The Langley Academy Trust provides support and expertise to Parlaunt Park to allow the new Headteacher and staff to focus on providing an outstanding, holistic and exciting education for all of its pupils.

Parlaunt Park caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. The school has three classes in each year group with 635 children on the roll plus a Nursery of 87.

Every child who attends Parlaunt Park is viewed as unique and treated as such. They are encouraged to become independent thinkers with a love for life and learning. Parlaunt Park is known for its wide variety of extra-curricular activities with children competing and performing at a local and sometimes national level. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at secondary school and beyond.

About The Langley Academy Primary

The Langley Academy Primary is a three-form primary school for pupils aged 4 to 11 years old. It opened in September 2015 for 90 Reception pupils. From then on, our intake will grow year on year until we reach our full capacity of 630 pupils in 2021. At the end of Year 6, pupils from The Langley Academy Primary will be given priority admission to The Langley Academy (secondary), creating an 'all-through' Academy. September 2016, will also see the opening of our Nursery class.

We are committed to providing an outstanding educational experience that will meet the needs of all children, whilst developing their love for learning, based on our strapline: 'Curiosity, Exploration and Discovery'.

Our vision is to create an outstanding all-through school. We provide a 21st century curriculum that puts children first. Pupils learn from first-hand experiences, stemming from our Museum-Learning focus; they develop skills to be independent, reflective, critical thinkers with a passion for learning. We teach the whole child by offering a holistic curriculum. We ensure we build on children's skills and interests to promote their readiness to learn. These experiences are enriched through extra-curricular projects and trips, supported through our Secondary Academy. Our staff are key in turning vision into a reality.

As a new school, we are determined to bring the best opportunities to our pupils and their families. Our new building has been designed to support the curriculum and ensure our pupils have an outstanding education.

The Langley Academy

The Langley Academy opened in September 2008 through the Department for Education's Academies Programme. It is a unique Academy that serves the young people of Langley, Slough and further afield. Housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. At the heart of its vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of science education and has developed links with national and regional museums to add an external dimension to learning.

We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In its most recent Ofsted inspection in 2013 The Langley Academy was rated good with outstanding elements. The Ofsted report states that:

'The main reason why achievement is good is because the majority of teaching is typically good and sometimes outstanding, and it is well matched to the needs of most students. Students have outstanding attitudes to learning. Behaviour is excellent. Relationships throughout the academy are extremely positive and this ensures that the academy is a calm, purposeful environment in which to learn. The sponsors' vision permeates all aspects of academy life and the Principal, leadership team and those who lead subjects and house groups are relentless in driving improvement.'

Parlaunt Park Primary Academy

HLTA Job Description

HLTA

Person Specification

The Langley Academy Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a HLTA, The Langley Academy Trust will be looking for a candidate who closely matches the following:

MAIN PURPOSE

HLTAs should be exemplary role models and strive for the very best in their practice. They will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups or short term, whole classes. To monitor, assess, record and report on pupils' achievement, progress and development.

SPECIFIC DUTIES AND RESPONSIBILITIES

Support for Pupils

- To understand the required curriculum, age related expectations and assessment framework for their phase in order to support pupils' learning and progress.
- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- To establish productive working relationships with pupils, acting as a role model and setting high expectations
- To promote the inclusion and acceptance of all pupils within the classroom to develop and implement IEPs
- To support pupils consistently whilst recognising and responding to their individual needs
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- To promote independence and employ strategies to recognise and reward achievements of self-reliance
- To provide feedback to pupils in relation to progress and achievement
- To promote and reinforce pupils' self-esteem.
- To liaising sensitively and effectively with parents/carers with regard to their role.

Support for Teachers

- Work with teachers to produce lesson plans, worksheets, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision
- To monitor, mark and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment

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- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
 - To support the role of parents in pupils' learning and contribute to attend meetings with parents to provide constructive feedback on pupil progress/achievement etc.
 - To administer and assess/mark tests and invigilate exams/tests
 - To organising and managing an appropriate learning environment and resources.
 - To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
 - With the teacher, maintain and analyse records of pupils' progress.
 - To support parents working in schools
 - To assist with the general supervision of pupils during break times and/or when required

Support for the School

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- To ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- To contribute to the overall ethos/work/aims of the school
- To establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and progress of pupils
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To use a range of strategies to provide a purposeful learning environment and promote good behaviour.
- Where appropriate, guiding the work of other adults who are supporting teaching and learning in the classroom.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To provide short term class cover within their phase.
- To support the provision of NQT PPA/management time for teaching staff.
- Attend staff meetings and feeding back information to support staff in their phase.
- Act as a mentor to TAs in their phase.
- To attend relevant courses and learning activities in order to update knowledge as required
- To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

Support for the curriculum

- To deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural activities

- To advise on appropriate deployment and use of specialist aid/resources/equipment

GENERAL

- The Teaching Assistant may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post
- Contribute to the overall ethos /work/aims of the school.
- Apply strategies for assisting pupils to settle into new settings
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion.
- To represent teaching assistants at teaching staff/management/other appropriate meetings
- To liaise between managers/teaching staff, teaching assistants and a multi-disciplinary staff To undertake induction for other teaching assistants
- It is expected that full time HLTAs will be in school from at least 8-15 to 4-30, 5 days a week (35 hours minimum)

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<p>The Higher Level Teaching Assistant should have:</p> <ul style="list-style-type: none"> • HLTA status 	<p>In addition, the Higher Level Teaching Assistant might have:</p> <ul style="list-style-type: none"> • Other relevant qualifications (e.g. Foundation Degree in Education) • National Vocational Qualifications in Supporting Teaching and Learning
Experience	<p>The Higher Level Teaching Assistant should have experience of:</p> <ul style="list-style-type: none"> • working in school for a minimum of 3 years • Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy) • working with children who have specific special / EAL needs 	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <ul style="list-style-type: none"> • leading and managing other support staff
Knowledge and Understanding	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <ul style="list-style-type: none"> • HLTA Standards 8 to 16 • Relevant policies, codes of practice and legislation including safeguarding • Multi agency working 	

Personal Qualities and Skills	Essential	Desirable
Has passion and believes that every pupil can succeed at Parlaunt Park Primary Academy	✓	
Ability to prepare and plan effectively	✓	
Is well organised and has high expectations	✓	
Is reflective, flexible, co-operative and reliable	✓	
Able to work as part of a team	✓	
A confident communicator with good listening skills	✓	
Has a cup half full approach	✓	
Is committed to continuing professional development	✓	

How to apply

Please send your completed application to:

Cheryl Laws
 Communications Manager and PA to the Headteacher
 Parlaunt Park Primary Academy
 Kennett Road
 Langley
 Slough
 Berkshire
 SL3 8EQ

or email it to:

cheryl.laws@parlaunt.slough.sch.uk

Closing date:

12:00 noon on Friday 30th November

Interviews:

TBC

References will be sought when we shortlist. Your application will be treated in the strictest confidence.

The Annabel Arbib Foundation and The Langley Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.