



# Higher Level Teaching Assistant

33.75 hours per week, 39 weeks per year

Based at  
The Cooper School, Churchill Road, Bicester OX26 4RS





## About Bernwode Schools Trust

Bernwode Schools Trust (formerly Bicester Learning Academy) was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.



The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress and achieve the standard that reflects their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.

## About The Cooper School



Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives, teamwork and cooperation.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

### **We received a fantastic Ofsted report!** (June 2017)

Our school was praised because:

- We "are driven by a desire to raise the aspirations of all pupils and have maintained and developed the culture of school improvement".
- "There is a caring, nurturing and inclusive ethos that permeates the school".
- "The climate for learning is very positive and the level of pupil engagement is high".
- we "have placed high importance on the development of staff and there is a rich and varied programme of professional training, which is helping teachers to improve their practice".

Please have a look at the full Ofsted report which can be found here:

<https://reports.ofsted.gov.uk/provider/23/141069>



## The Vacancy

Bernwode Schools Trust is seeking to appoint a **Higher Level Teaching Assistant** for a January 2021 start. The role will be based at The Cooper School but the post holder will be expected to work flexibly across all academy sites.

The post is to work 33.75 hours per week for 39 weeks per year (term-time only plus INSET days). The starting salary will be Grade 6, point 8, currently £20,493 (full-time equivalent). The actual salary will be £16,032.79 per annum for the hours and weeks worked. On achieving the required HLTA qualification the salary will increase to Grade 8, point 18, currently £24,982 (full-time equivalent). The actual salary will be £19,737.60 per annum for the hours and weeks worked.

Candidates who already hold the relevant HLTA qualification will have a starting salary of Grade 8, point 18.

### **We offer:**

- competitive salary;
- an excellent pension scheme;
- regular training opportunities;
- friendly and supportive colleagues;
- an energetic, vibrant and diverse environment where everyone is valued.

### **We are looking for an individual who has:**

- HLTA standards (level 4) or the equivalent foundation degree (level 5) or be willing to work towards them;
- experience of supporting students with Special Educational Needs;
- a willingness to attend training which is relevant to the post;
- effective oral and written communication skills;
- excellent interpersonal skills both in relation to students as well as other adults (including outside agencies);
- good organisation and time management skills;
- sound ICT skills to support learning and to maintain electronic information systems;
- ability to remain calm in challenging situations;
- ability to empathise with students' primary carers;
- an awareness of responsibilities for health and safety of themselves and others;
- a commitment to safeguarding children.

Please contact Human Resources with any questions on 01869 362697 or email [recruitment@bernwodeschoolstrust.co.uk](mailto:recruitment@bernwodeschoolstrust.co.uk).



## Job Description

<b>Job title</b>	Higher Level Teaching Assistant
<b>Grade</b>	6 (increasing to Grade 8 once qualified)
<b>Working hours per week</b>	33.75
<b>Working weeks per year</b>	39 (term-time plus INSET days)
<b>Contract type</b>	Permanent
<b>Principle place(s) of work</b>	The Cooper School but the post holder will be expected to work flexibly across all Bernwode Schools Trust sites.
<b>Immediate line manager</b>	Deputy SENCo
<b>Manages</b>	None
<b>Job purpose</b>	To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

### General responsibilities

- Liaise with and provide advice to staff to facilitate inclusion.
- Establish and maintain partnerships with parents of students with Additional Educational Needs (AEN).
- Meet with incoming Year 7s and take a lead with their transition programme.
- Maintain records of student progress.
- Accompany and support students with AEN (particularly named key students but not exclusively) within mainstream classes where appropriate.
- Undertake training consistent with developing skills relevant to work with students with AEN and in particular for an area of specialism to be agreed with the Deputy SENCo.
- Respect confidentiality of all information relating to students and their families.
- For their key specialism and named students:
  - recommend and implement provision for students with their named specialism;
  - teach students with their named specialism in small group settings or individually;
  - lead review meetings with parents and external agencies;
  - develop and maintain resources of information and materials relevant to work with their key students;
  - work closely with external agencies relevant to their specialism;
  - undertake interventions where appropriate;
  - to support students in exams who have additional exam access arrangements.



## **Additional duties**

- To be aware of their responsibilities for health and safety for themselves and others.
- To provide a commitment to safeguarding the welfare of children.

## **Training and development**

- Inset days – HLTAs are expected to attend all Inset at school (5 days a year).
- Professional Development Programme – HLTAs will take part in this annual process and have an annual meeting with their line manager (plus an interim meeting part way through the year).
- HLTAs are expected to work towards the award with the expectation that it will be completed by the end of the second academic year in which they gain the position.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Education</b>	<ul style="list-style-type: none"> <li>• A good standard of education including GCSEs Maths, English and Science at C grade or above (or equivalent qualification).</li> <li>• Have or be willing to work towards HLTA qualification (to be achieved by the end of the second academic year in which they gain the position).</li> <li>• Be willing to attend training which is relevant to the post.</li> </ul>	
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of working with children or young people.</li> <li>• Experience of supporting students with Special Educational Needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> </ul>
<b>Relevant skills, aptitudes and knowledge</b>	<ul style="list-style-type: none"> <li>• Effective oral and written communication skills.</li> <li>• Excellent interpersonal skills both in relation to students as well as other adults (including outside agencies).</li> <li>• Good organisation and time management skills.</li> <li>• Sound ICT skills to support learning and to maintain electronic information systems.</li> <li>• Ability to remain calm in challenging situations.</li> <li>• Ability to empathise with students' primary carers.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation as it relates to the work of a school.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• An awareness of responsibilities for health and safety of themselves and others.</li> <li>• Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</li> <li>• A commitment to safeguarding children</li> </ul>	



## How to apply

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Further details and an application form are available on the Academy website [www.bernwodeschoolstrust.co.uk](http://www.bernwodeschoolstrust.co.uk) or please contact Human Resources by telephone on 01869 362697 or by email [recruitment@bernwodeschoolstrust.co.uk](mailto:recruitment@bernwodeschoolstrust.co.uk)

**Closing date for receipt of applications:  
Friday 27th November 2020, 9am**

*Bernwode Schools Trust have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.*

**Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.**

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are available on our website.