**ST. JOHN’S C.E. PRIMARY SCHOOL**



**CANDIDATE INFORMATION PACK**

**HLTA**

**CLOSING DATE FOR APPLICATION: Monday 11th November 2024**

**INTERVIEWS: Monday 25th November 2024**

**Required 01 January 2025**



Letter from the Headteacher

Dear Candidate

The governors seek to appoint a class teacher to join our talented and dedicated team at our 'highly effective Church school' (SIAMS 2023).

Thank you for your interest in applying for the position of Higher Level Teaching Assistant (HLTA). This temporary position will be with class teacher responsibilities in Year 1 for the current academic year.

At St. John’s C.E. School, we ensure that every child has access to our ambitious, rich, broad, and balanced curriculum that enables all children to develop and experience 'life in all its fullness' (John 10:10) and realise their true potential. Our Christian vision for education drives and shapes our work and ensures our children are provided with a range of opportunities and experiences to grow and develop academically, physically, socially, morally, and spiritually.

If you are confident that you have the qualities, skills, and drive we are looking for, coupled with the enthusiasm, knowledge, and resilience to continue to shape the future of our aspirational and ambitious school, we want to hear from you and look forward to receiving your application.

Yours sincerely

Ms. P.C. Morgan

Headteacher

About St. John’s C.E. Primary School

St. John’s Church of England Primary School has a Christian vision for education rooted in wisdom, hope, community and dignity. It is a community where all are welcome and nurtured in a spirit of Christian love, compassion and encouragement.

It is a place which enables everyone in the school community to develop and experience ‘life in all its fullness’ knowing they are unique and special in God’s eyes.

The Christian vision strives for all to realise true potential through an excellent, broad education where Christian hope, aspirationand building resilience for the future are central to the learning experience.

The school’s vision is rooted in Christian love which is the foundation of our Christian values:

* Friendship
* Courage
* Trust
* Respect
* Compassion
* Perseverance

**School aims:**

* To provide a caring, safe and happy environment where the whole school community can flourish knowing that they are unique and special in the eyes of God
* To build confidence and self-esteem to enable children to develop resilience and become successful, independent life-long learners
* To enable all children to achieve their full potential
* To develop the teamwork and leadership skills and qualities in all our children so that they can be responsible citizens of the future
* To be fully committed to equality of opportunity
* To create a stimulating environment in which Christian attitudes of positive relationships, mutual respect, responsibility, forgiveness and understanding are fostered at all times
* To foster strong links between communities: home, school, church, the local community and the Liverpool Diocese.
* To enable staff to develop their own talents and expertise so that they too can thrive
* To promote high standards and expectations of behaviour towards one another, as Jesus said, ‘Love your neighbour as yourself’ Luke10:27
* To be committed to providing opportunities for spiritual growth through RE and collective worship as well as a wealth of stimulating experiences and extra-curricular activities
* To promote children’s cultural experiences and opportunities to help develop a positive understanding of their place in a diverse world.

Job Vacancy: Higher Level Teaching Assistant (HLTA)

Title: **HLTA**

Salary: **Level 4 Grade F Scale Point Range 12 - 19, £24,421to £29,777 Pro Rata**

Hours: **Full time**

Contract: **Temporary in the first instance**

DBS Check: **Enhanced**

Accountable to: **Headteacher**

Location: **St. John’s C.E. Primary School, Denmark Street, Waterloo, Liverpool. L22 9RG**

**Please visit the school’s website for further information about the school:**

**https://www.stjohnsceprimarywaterloo.co.uk/**

Completed application forms are to be returned via email, marked for the attention of the Ms L.Munro (Office Manager): admin.stjohnswaterloo@schools.sefton.gov.uk

Please contact the school office if you would like a school tour; the school office team will advise on the dates.

**Closing Date: Monday 11th November 2024 at 12pm**

**Interview Date: Monday 25th November 2024**

**Required for 01 January 2025, or** **sooner**

Safeguarding

**The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children are protected.**

As an employee of St. John’s C.E Primary School, you will have a responsibility for and must be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

The school’s safeguarding and child protection information and policy can be found of the school’s website: <https://www.stjohnsceprimarywaterloo.co.uk/safeguarding/>

Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate must be able to obtain a satisfactory Enhanced Disclosure (via the Disclosure & Barring Service DBS) in order to be appointed to the post.

It is a criminal offence to apply for a role working with children in regulated activity if you are barred from such work.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

Shortlisted Candidates will be asked to return their self-disclosure to the school at least one day prior to interview. If the school has not received this, we reserve the right to withdraw the offer of interview.

In line with DfE guidance on [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) we will conduct an online searchof publicly available information of shortlisted candidates as part of our due diligence.

**JOB DESCRIPTION – HIGHER LEVEL TEACHING ASSISTANT**

**PRIMARY PURPOSE OF THE JOB:**

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.

Management and development of specialist area within the school.

Management of other teaching assistants including deployment and performance management.

**DIRECTLY RESPONSIBLE TO:**

Senior Leadership Team, the Headteacher and through headteacher, to the Governors.

**PRINCIPAL RESPONSIBILITIES**

# Support for the Pupil

* Promote inclusion and acceptance of all pupils
* Provide consistent support to all pupils, responding appropriately to individual pupil needs
* Encourage pupils to interact with others and engage in activities led by the teacher
* Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure *(in conjunction with the teacher)*
* Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning
* Establish productive working relationships with all pupils, acting as a role model and setting high expectations
* Develop and implement individual learning plans
* Provide feedback to pupils in relation to progress and achievement

## Support for the Teacher

* Production of lesson plans, worksheets, learning objectives, etc, within agreed system of supervision
* Assist with the display of children’s work
* Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils’ needs and interests
* Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* *Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested – may be deleted if not appropriate to school need*
* Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests
* Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy
* Support the role of parents in pupil’s learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement, etc.

## Support for the Curriculum

* Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision
* Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
* Use ICT effectively in learning activities and develop pupils’ competence and independence in its use
* Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism
* Select and prepare required resources to lead learning activities, taking account of pupil’s interests, language and cultural backgrounds
* Advise on appropriate deployment and use of specialist aid/resources/equipment.

## Support for the School

* Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the school ethos, aims and development/improvement plan
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop appropriate multi-agency approaches
* Attend and participate in regular meetings as appropriate
* Participate in training and other learning activities as required
* Establish own best practice and lead specialist area and use to support others
* Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours
* Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities

## Line Management Responsibilities

* Manage a team of teaching assistants, inclusive of central liaison point and deployment of resources
* Ensure effective team communication, teaching assistant induction, development and appraisal
* Contribute to the school senior management team.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

Class Teacher – Year 4, in the first instance

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| --- | --- | --- |
| **Requirements****(based on job description)** | **Essential****Or****Desirable** | **Evidence****Application (A)****Letter (L)****Interview (I)** |
| **Training and Qualifications**NVQ level 4 qualification (higher level teaching assistance) or equivalent experience5 GCSEs / O Levels Grades A-C including English and mathematicsWillingness and ability to undertake HLTA Level responsibilities (refer to HLTA standards). | **E****E****E** | **A****A****A** |
| **Experience**Minimum 3 years’ experience of working with children in an educational setting in within Key Stages 1 and 2Experience of working in a Church of England Primary School | **E****D** | **A/L/I****A/L/I** |
| **Professional skills** Ability to work effectively within a team environment, understanding classroom roles and responsibilitiesAbility to build and maintain effective working relationships with all pupils and colleaguesAbility to organise, lead and motivate a team of staff, ensuring effective communication and deployment, and demonstrate the potential to effectively manage a team of staffAbility to work with children at all levels regardless of specific individual need and identify learning styles as appropriateAbility to adapt own approach in accordance with pupil needsAbility to continually develop and extend own working practicesDemonstrate the potential to contribute to the School Senior Management TeamExcellent personal numeracy and literacy skillsEvidence of advanced knowledge, experience/ skills in music and/or Spanish | **E****E****E****E****E****E****E****E****D** | **A/L/I****A/L/I****A/L/I****A/L/I****A/L/I****A/L/I****A/L/I****A/L/I****A/L/I** |
| **Professional knowledge and understanding**Advanced understanding of the national curriculum (KS1 and 2)Experience of planning and teaching a sequence of learningAbility to assess children’s development Working knowledge of relevant policies/codes of practice/legislationUnderstanding of inclusion, especially within a school settingExperience of resources preparation to support learning programmesEffective use of ICT to support learning | **E****E****E****E****E****E****E** | **L/I****L/I****L/I****L/I****L/I****L/I****L/I** |
| **Personal skills and attributes**Excellent communication skillsExcellent Interpersonal skillsAbility to prioritise time effectivelyFlexibilityPersonal impact and enthusiasmCommitment and integrityAbility to work as part of a teamA commitment to further professional developmentA willingness to participate in the wider life of the school including extra-curricular activities | **E****E****E****E****E****E****E****E****E****E** | **L/I****L/I****L/I****L/I****L/I****L/I****L/I****L/I****L/I****L/I****L/I** |

How to Apply

Application Process

The application process for this role is as follows:

* Application form
* Teaching task assessment
* Interview

To be considered for this role you must complete the application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To submit your completed application form, please email recruitmentsjw@schools.sefton.gov.uk

The governors of St. John’s C.E. Primary School reserve the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Guidance Notes for Completing the Application Form**

**Introduction**

The Governing Body of St. John’s CE Primary School are committed to equality in recruitment, selection and during the course of employment and positively welcomes applications from all sectors of the community. The purpose of this Guidance is to give those interested in working for St. John’s CE Primary School, assistance in completing the application form, information on the recruitment, selection and appointment process, and to support fairness in access to work.

**Guidance**

Your application form plays an important part in all stages of the selection process: it is used to determine whether you will be selected for interview and acts as a basis for the interview itself. Some important points to bear in mind before you complete the form:

* Study the Job Description and Person Specification as they list the qualifications, skills, knowledge, and experience required to do the job.
* Review your own skills, knowledge and experience.
* Ask yourself if you possess the essential attributes and whether you can meet the mental and physical demands of the job before investing time and effort in completing the form.
* Make sure your application clearly shows how you meet each item of the Person Specification which is to be assessed from the application form, use examples where you can.
* Please complete the application form in full; do not send a CV instead as it will **not** be accepted.
* Keep a copy of the advertisement for future reference, it provides useful information about the job and other details such as closing date, return address etc.
* Ensure you complete a separate tailored application form for each role you apply for.

**Personal/Contact Details**

The contact details you give on the application form will be used for all correspondence regarding the post/work for which you have applied, therefore it is vital that you give the most up to date information and complete all relevant fields. Our primary method for contacting you will be by email.

**Education, Qualifications and Training**

Specify details of all formal and informal qualifications and training that you have obtained, and that are required or appropriate for the job. Please do not use abbreviations; specify the full title of the qualification.

You should also include training that you have acquired as part of a government employment/training scheme or from activities undertaken outside of work if relevant.

If your application is successful you will be asked to provide documentary evidence of all qualifications and grades listed in this section.

**Employment History** This section covers your work history, present and past. Please also provide explanations for any gaps in your employment history, i.e., unemployment, training, career break, etc. If you have left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had such as work experience gained on Government training schemes, holiday work and voluntary work.

Please note that you must provide your full employment history, together with an explanation of any gaps in employment on the application form.

**Supporting Information**

This is an important part of your application form. It is your opportunity to demonstrate, using examples, how your skills knowledge and experience meet the requirements of the post as described in the person specification. Include **relevant** aspects and achievements in your career history rather than repeating it all. **Aim to be concise – not exceeding 1300 words.**

You can refer to work experience gained from government employment initiatives and/or draw upon your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up a family.

**Rehabilitation of Offenders/Criminal Records, Convictions and Cautions**

The School is obliged under certain care/safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974 to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust is involved. These are referred to as Regulated Posts. ***This post you are applying for is Regulated and falls within this legislation.***

All posts in schools are exempt from the Rehabilitation of Offenders Act and therefore School is legally entitled to ask applicants for details of all convictions, cautions or reprimands, warnings or bind-overs irrespective of whether they are deemed ‘spent’ under the act. With the exception of conditional convictions or cautions.

This means you must disclose information about any spent or unspent convictions when applying for these posts except where they are protected convictions and cautions. **See \*** **below for more information.** All successful applicants to Regulated Posts will be subject to a criminal record check via the Disclosure and Barring Service.

Applicants should be aware that having a conviction or a record of some other type of unacceptable behaviour would notnecessarily bar you from employment in Regulated Posts as any decision to employ will be considered on the individual circumstances of each case.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain spent convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [**Ministry of Justice website**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.\***

Nacro can also be contacted for further advice and guidance - [**www.nacro.org.uk**](http://www.nacro.org.uk)

St. John’s CE Primary School will not take account of any convictions and cautions, reprimands and warnings we are not legally entitled to know about.

**Eligibility to Work in the UK**

In order to meet the requirements of the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to produce proof of identity and eligibility to work in the UK as part of the pre-employment check process.

**References**

To support the selection decision a reference is sought for shortlisted applicants. You are asked to provide the name and address of two referees, one of which must be your current or most recent employer (external candidates must not use a member of the interview panel as a referee).

A minimum of two written references should be provided (one must be your latest/current employer). As the post you are applying for requires DBS clearance then you must provide 2 referees which must cover the past 2 years employment. Where such references do not cover **all employment** within the last 2 years, you are asked to provide further references which must cover this period. Any gaps in employment must be clarified.

If you have previously worked with children and do not currently, one reference should be obtained from the most recent employment that involved working with children even if this employment is not covered within the last two years.

If you have never worked you should identify a referee who is able to tell us about your skills, knowledge and abilities, e.g. Headteacher, Voluntary Organiser, etc.

Please ensure that you provide an e-mail address for your referees, and telephone number, as failure to do so may lead to a delay in obtaining a reference.

**Declaration** By completing and submitting the application form you are declaring that the information given on application form is to the best of your knowledge is correct. Also, you understand that canvassing, either directly or indirectly, of any governor of the school, employee of the council or the giving of false or misleading information may lead to disqualification and, if appointed, may lead to your dismissal.

Furthermore, you understand that the information will only be used for recruitment and selection purposes and that it will only be kept on file by the School for 1 year thereafter. If you are appointed to the post then the information that it contains will be used to form part of your personal file for employment purposes (except for disclosure information, if applicable, which will only be kept for 6 months).

**Addressing Equality**

The School is committed to achieving equality and will make reasonable adjustment for those covered by appropriate legislation. In pursuit of this, the School will, during the recruitment and selection process, ensure that such applicants are not disadvantaged, i.e. respect religious or cultural beliefs, support, where legal, the rehabilitation of offenders etc.

It is important that you notify the School if you require any adjustments i.e. have a disability, language difficulty etc. when requesting or submitting your application form. It would also be helpful for you to advise, if you already know, of the type of adjustment/aid you might require for the interview and subsequent employment. If you are invited for interview this will be discussed with you further.

**Equal Opportunities Monitoring Form**

Applicants for posts within Sefton Council are asked to complete the Equal Opportunities Monitoring Form. Although completion of the form is voluntary, the information provided enables the council to see the make-up of the candidates that are attracted to posts and to form future policy. The form is separated from your application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

**Assessment Methods**

As part of the selection process for posts, the School may choose to use assessment exercises as well as interview candidates. The exercises will be relevant and appropriate to the post in question and all shortlisted candidates for the post will sit the same assessment tasks. The purpose of using additional assessment methods is so that more information can be obtained about the abilities of each candidate. It also offers candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of exercises may include work-related exercises such as a teaching task, presentations, in-tray exercises etc. In these situations, further guidance will be given to all candidates

**Offer of Employment**

If successful, applicants must be advised not to give notice to terminate their current job until confirmation of all satisfactory checks has been given.

Applicants should be aware that if they are successful in gaining employment with the School then the offer of employment will be subject to verification of identity, Disclosure and Barring Service check including barred list check, verification of mental and physical fitness, eligibility to work in the UK, further appropriate checks for applicants that have lived outside of the UK, verification of professional qualifications, checks that those employed to undertake teaching work have not been prohibited from teaching or have any sanctions or restrictions imposed on them by the GTCE, and for those that will be working in Early years settings or wraparound care for children up to 8, that they have not been disqualified from working in these settings under the 2018 Childcare disqualification Regulations. Offers of appointment will also be conditional on the school receiving satisfactory references and satisfactory online check.