



Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Higher Level Teaching Assistant SCP 21 – 25 £20,541 - £23,111 FTE

St Gabriel's CofE Academy

Houlton

CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Higher Level Teaching Assistant at St Gabriel's Church of England Academy. This appointment marks a very exciting step in our journey; our HLTA will play a major role in the provision for our Reception and Key Stage 1 pupils, having a significant impact on the quality of educational opportunities, working with staff, pupils, parents and the wider community. The role offers the successful candidate the opportunity to work in a small team to impact learning and progress, with some teaching responsibility and the chance to make a significant contribution to the smooth running and operation of the school.

St Gabriel's CofE Academy will open in September 2018 with around 50 pupils spread across a Reception class, and three mixed-age classes spanning the primary age range. From small beginnings, we will fill to become a one form of entry school with the plans and potential to eventually grow to 630 pupils. In the first few years, we will need to be flexible and creative in offering provision for a smaller number of pupils and be ready to adapt quickly as numbers increase. This need to be flexible is a key trait that all staff will need in St Gabriel's formative years, along with positivity, passion and enthusiasm. I feel this is really something to get excited about! The building is an amazing learning space which will help us provide wonderful opportunities for children and is the first school to be constructed on the Houlton development in Rugby, providing a focal point for the new community here. The school is the first in the Houlton Church of England Multi Academy Trust and will benefit from the support of our dedicated team of Trustees.

The successful candidate will have the opportunity to take up post in September as the school opens its doors for the very first time. Working mainly in Reception, our HLTA will make use of our wonderful facilities to provide excellent learning opportunities for our children.

You will play a vital role in supporting the team as we strive towards our vision of:

'Communicating Love; Inspiring our Community to Flourish'

I am so excited that when we open in September, the school will come alive with the children we are privileged to educate. At St Gabriel's we are dedicated to inspiring, challenging and supporting them to fulfil their potential, making them feel valued, loved and able to flourish. As a Church of England Academy, all of this is underpinned by our inclusive Christian ethos as we work for the common good of everyone, nurturing success for all.

I hope this information pack will capture your interest as you carefully consider the opportunity on offer here. This will undoubtedly be a challenging yet rewarding position, offering you the chance to have a great impact on our very first pupils and helping to shape our school from the ground up. If you feel inspired by the challenge, I would love to hear from you.

Andrew Taylor
Headteacher



Context

St Gabriel's CofE Academy is the first school to open in the Houlton Church of England Multi Academy Trust. The school is the first to be developed on the new urban extension to Rugby known as Houlton. Over the next 10-15 years, this area will add around 6,200 homes to Rugby, creating a demand for around 6 forms of primary education. Three primary schools and a secondary school are planned to serve the families moving into the area, along with healthcare provision, community space and commercial units to create a sustain-able, linked yet distinct community. The Houlton Church of England Multi Academy Trust has been established as a partnership between the Coventry Diocesan Board of Education and the master developers of Houlton, Urban&Civic plc.



Coventry Diocesan Board of Education

The Coventry DBE is a family of 75 Church of England schools and academies with a clear, strong vision and ethos to empower school leaders to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full potential. The aim in establishing Diocesan Multi Academy Trusts (DMATs) is to build and oversee the growing family of DBE schools with a core mission 'to build a better future for all within our Academies who in turn will positively impact their communities.'

The DBE is guided by the following values:

- Educational excellence
- Needs of the individual child at the heart of decision making
- Affording and nurturing dignity with high expectation and challenge
- Celebration of success for all
- All members of the school community valued equally
- Love, forgiveness and reconciliation at the heart of all relationships
- Governance based on mutual consultation and partnership
- Highest moral and ethical standards
- Leadership guided by integrity, courage, humility and service

Urban&Civic

Urban&Civic plc

Also a member of the Trust, Urban&Civic is a strategic property development and investment company which takes a long-term interest in the strategic sites which it masterplans and develops.

A key tenet of Urban&Civic's approach is to ensure infrastructure is delivered from the outset to reinforce the establishment of communities early on. Schools are central to this ambition and, from their experience of delivering and establishing successful Academies in Westminster and Chobham (Stratford), they fully recognise that their location, design and management require careful consideration and expert involvement.

Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by providing the best possible educational experiences and support for children and families. Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society



Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description – Higher Level Teaching Assistant

Starting salary: SCP Point 21-25 £20,541 - £23,111 FTE

Pro rata; Term Time only + Teacher Training days.

Immediately responsible to: The HLTA is managed by and is directly accountable to the Assistant Headteachers. At all times the HLTA will operate within school policies and procedures.



Purpose of the Job

To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of delegation. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes. Monitoring and assessment of pupils and recording and reporting on pupils' achievement, progress and development.

Duties and Responsibilities

Pupil Support

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion of all pupils within the school.
- Respond skilfully to individual needs.
- Promote independence and holistic development.
- Provide feedback to pupils in relation to progress and achievement.

Working in the Teaching team:

- Organise and manage well-planned learning environments and resources.
- Within an agreed system of delegation, plan engaging learning opportunities to support pupils' development and progress.
- Evaluate pupil responses to learning activities through a range of assessment and monitoring strategies. Contribute systematically to the assessment of pupils, the recording of progress and planning for next steps as part of the assessment cycle.
- Promote positive relationships and behaviour.
- Deploy specialist support where required.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- To undertake short-term cover in the absence of the teacher and to cover for timetabled planning, preparation and assessment (PPA) time.

Working in the school team

- Fully adhere to and contribute to the development of school policies and procedures including the safe and effective running of the school, child protection, health and safety and security, confidentiality and data protection.
- Deliver out of school learning activities to enrich pupil's experience.
- Contribute fully to the life of the school.
- Be a point of contact for parents, developing positive relationships.

Other

- Maintain a commitment to professional development and training; keeping up-to-date with developments in curriculum and teaching and learning
- Act as an ambassador for the school, promoting the ethos, aims and provision at St Gabriel's Church of England Academy.
- Any other duties required by the Headteacher, which are within the scope of this post.

This job description is subject to annual review. It may be amended at the request of the Headteacher or post holder after full consultation.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	NVQ level 3 or equivalent	✓		Application
	HLTA status (NVQ level 4 equivalence)		✓	
	GCSE Maths and English at grade A-C or equivalent	✓		
	Current paediatric first-aid certificate		✓	
	Evidence of further professional development		✓	
Relevant Experience				
	Considerable experience of working to support learning within a primary setting	✓		Application and interview
	Early years experience		✓	
	Experience of leading aspects of learning, some whole class teaching		✓	
	Demonstrable experience of impacting on pupil progress and outcomes	✓		
Knowledge and Skills				
	Extensive knowledge of child development	✓		Application and interview
	Excellent interpersonal skills with adults and children	✓		
	Excellent organisation	✓		
	Excellent oral and written communication	✓		
Personal Qualities				
	Positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		

	Kind and approachable	✓		
Additional				
	Commitment to involve parents and the community in the life of the school	✓		Application and interview
	Demonstrates an understanding that at all times the best interests of the children must be promoted	✓		
	Commitment to upholding and promoting the school's ethos and values	✓		
	An understanding of and proactive commitment to promoting equal opportunities for all	✓		
Safeguarding				
	Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
	Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole school community.	✓		

*St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. **The post holder will be required to take responsibility for and uphold a culture of safeguarding with particular regard for visitor management, security and record keeping.***

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the school.

Please contact Mr Andrew Taylor at
enquiries@stgabrielshoulton.org.uk

**Please note the closing date for applications is 12:00pm on
Tuesday 19th June 2018**



Contact Details

Completed applications and supporting documents should be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone
01788 422800

Interviews for shortlisted candidates provisionally 25th June 2018

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy

Houlton

Rugby

Warwickshire