



# Job Description- Higher Level Teaching Assistant

**Higher Level Teaching Assistant (HLTA)** – Fixed Term to August 2023 subject to review

Term Time 32.5 hours per week

**Abertillery Learning Community**

NJC Grade 6 (£28,900- £32,909 pro rata)

**Required to Start As soon as possible**

The learning community is seeking to appoint an ambitious and creative HLTA to work across the primary phase. The successful candidate will provide classroom cover.

Our ideal candidate will have enthusiasm, excellent communication skills and great attention to detail. They will have a passion for lifelong learning and be strong role models for learners and staff.

A commitment to CPD and flexibility in approach to the role will be essential as we continue on our improvement journey.

ALC is based in the town of Abertillery. It is comprised of a Secondary Campus and 3 Primary campuses, Six Bells Campus, Roseheyworth Rd Campus and Tillery St Campus. It is an exciting and unique organisation and, as a multi campus all through school, all staff are afforded a wide range of opportunities for carefully co-ordinated cross phase working that supports both learner and staff development.

**Closing Date: Wednesday 22<sup>nd</sup> February 2023 at 12pm**

**Lesson Observation & Interviews will be undertaken week commencing 27<sup>th</sup> February 2023**

All completed forms should be returned via email to [recruit@abertillery3-16.co.uk](mailto:recruit@abertillery3-16.co.uk)

To find out more about us please visit our website – [www.abertillery3-16.co.uk](http://www.abertillery3-16.co.uk) or find us on social media @abertillery3\_16

We are legally obliged to ask you to provide evidence of your right to work in the UK. Pre-employment checks will be undertaken before any appointment is offered and all posts are subject to an enhanced clearance by the Disclosing and Barring Service.

## Person Specification

| Essential Criteria   | How Identified  | Desirable Criteria  | How identified                                |
|--|---|---|---|
| <p><b>SKILLS</b><br/>Can use ICT effectively to support learning</p> <p>Ability to organise, lead and motivate a team</p> <p>Ability to relate well to children and adults</p>   | <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p> <p>Application Form and Selection Process</p>                           | <p>Constantly improve own practice/ knowledge through self-evaluation and learning from others</p>                                  | <p>Application Form</p>                       |
| <p><b>KNOWLEDGE &amp; UNDERSTANDING</b><br/>Understanding of statutory frameworks relating to teaching in a 3-16 learning environment</p> <p>Experience working with children of relevant age in a learning environment.</p> <p>Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies</p> <p>Good understanding of child development and learning processes</p> <p>Full working knowledge of relevant policies/codes of practice/legislation</p> | <p>Application Form</p> <p>Application Form</p> <p>Application Form and Selection Process</p> <p>Application form and Selection Process</p> <p>Application Form</p> | <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</p> | <p>Application form and Interview</p>         |
| <p><b>QUALIFICATIONS/ TRAINING</b></p> <p>Meet Higher Level Teaching Assistant standards or equivalent qualification with relevant experience <b>or</b> be eligible to meet the HLTA standards and able to demonstrate relevant experience (please see selection criteria)</p> <p>Training in relevant learning strategies e.g. literacy and numeracy</p>  | <p>Application Form</p> <p>Prior consideration will be given to those currently meeting the HLTA standards</p> <p>Application Form</p>                              | <p>Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</p>                                | <p>Application Form and Selection Process</p> |