



Oak Tree
Primary School

Oak Tree Primary School is seeking a

Higher Level Teaching Assistant
(HLTA)



dmat.education



Welcome from Oak Tree Primary

Oak Tree Primary School is looking to appoint a dedicated and committed individual to join our team and support our school and community. This is a new role for our school and is an exciting opportunity to contribute to the success of our pupils and staff.

We are proud to be part of Durrington Multi Academy Trust (DMAT), a group of schools committed to high standards and continuous improvement. Being part of DMAT means access to shared expertise, resources, and professional development opportunities across the Trust, enabling our staff to grow and stay at the forefront of educational practices. DMAT is focused on creating inclusive, high-performing schools where both staff and pupils can thrive.

At Oak Tree Primary, we value high-quality teaching and we are committed to fostering a positive and nurturing environment. The successful candidate will play an important role in supporting the smooth running of the school and ensuring the best outcomes for our pupils and community.

Our school has a collaborative team culture, with access to professional growth opportunities as part of DMAT. The school's local committee and Parent-Teacher Association (PTA) provide additional support, helping to

ensure the school continues to thrive and meet the needs of its pupils, staff, and families.

You will enjoy being busy and working across different work streams. 'Team' runs through all that we do and in busy times 'everyone mucks in' to support one another.

Oak Tree Primary is proud to offer excellent facilities, including large school grounds with outdoor spaces for forest school, an allotment, and an environmental area, supporting learning beyond the classroom.

We place a strong emphasis on high standards, building positive relationships within our school community, creating a welcoming and supportive atmosphere for all.

To discuss the role further please contact nsavage@oaktreeprimary.co.uk look forward to hearing from you.



Sue Marooney MBE
CEO

The Role

Higher Level Teaching Assistant (HLTA)

Salary

Responsible to:	Headteacher and Leaders
Salary Grade:	NJC Grade 7 SCP 14 - 8 SCP 20 £29,540 - £32,597 (actual salary £24,881 - £27,456)
Hours:	Mon – Thurs: 8.30 am – 4.30 pm Fri: 8.30 – 4pm
Contractual:	Term time only + additional INSET days as requested.

What is the purpose of this role

- To work with teachers in delivering programmes of teaching and learning activities for classes. The primary focus is to undertake the teaching of whole classes for PPA cover; under the overall direction of a qualified teacher within an agreed framework.
- Be able to implement and uphold school rules and ethos; being an excellent role model for pupils and providing a high-quality service for the school
- To be responsible for safeguarding and prioritising the welfare of children
- Ensure that pupils are active participants in their learning and achieve outstanding outcomes
- Make a positive contribution to pupil well-being, staff teams and school life; running clubs and groups
- Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge

Main duties

- Planning, preparing and delivering learning activities
- Monitoring pupils and assessing, recording pupils achievements, progress and development.
- To adopt a range of strategies to, inline with the school's policy and procedures to establish a calm and purposeful learning environment, promoting high standards of behaviour and learning.

- Be flexible to move between year groups/ classes at short notice and to cover absent teachers.
- Understand the demands of the role may require some work to be carried out over and above the contracted hours.

Support for Pupils:

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement Individual Learning Plans with teacher support
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently, whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement; in line with the schools feedback and marking policy.

Support for Teachers:

- Organise and manage appropriate learning environment and resources
- Within an agreed system of teacher support, plan challenging teaching and learning objectives, evaluating and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters; ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established behaviour policy to anticipate and manage behaviour constructively; promoting self control and independence
- Support the role of parents in pupil's learning
- Liaison between teaching staff and teaching assistants

Support for the Curriculum:

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies eg. Reading and make effective use of opportunities provided by other learning activities to support the development of pupil's skills
- Use ICT effectively to support learning activities and develop pupil's competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupil's interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; reporting any concerns to an appropriate person
- Understand the needs of pupils; ensuring all have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Be flexible and ready to adapt

Candidate Specification

Attributes	Essential	Desirable
Skills & qualities	<ul style="list-style-type: none"> • Enjoy working with children • The ability to develop learning resources to enable pupils with specific learning needs to access course content and achieve their personal best. • Highly motivated, clear thinking and principled • Committed to equality of opportunity • Able to manage time effectively. • Proven willingness and capacity for hard work. • A personality to merit the respect of pupils and to encourage them. • The ability to effectively engage pupils. • Ability to work under pressure and manage time effectively • Demonstrate robustness and resilience 	<ul style="list-style-type: none"> • An understanding of pupil learning needs, how to question pupils to assess knowledge and progress. • Higher Level Teaching Assistant status
Qualifications/ knowledge	<ul style="list-style-type: none"> • Sound knowledge of English and Mathematics educated to C and above at GCSE level or equivalent, 'A' levels would be advantageous. • Ability to use basic computer programs (Word, Excel). 	<ul style="list-style-type: none"> • Knowledge of the National Curriculum • A levels/degree • First Aid Qualifications - If you do not have a valid first aid certificate, training will be provided.
Experience	<ul style="list-style-type: none"> • Experience of working within a school/education setting. 	<ul style="list-style-type: none"> • Experience of having worked in a primary school.
Training	<ul style="list-style-type: none"> • Willing to undertake professional development and share your learning with colleagues. 	

Safeguarding

Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

How to Apply

Applicants must complete the application form and return it, alongside a personal statement. Please include the following, maximum 2 sides:

- Why you would like to be appointed to the role of Higher Level Teaching Assistant (HLTA) at Oak Tree Primary School.
- Skills experience and impact you have had in role that make you a strong candidate.
- What you would bring to Oak Tree Primary

Applications to be made via https://form.jotform.com/Durrington_MAT/application-form-non-teaching-post

We welcome conversations about the post, school and Trust. Please contact office@oaktreeprimary.co.uk or 01444 233368

If you have not heard within 10 days of submitting your application you will not have been shortlisted on this occasion.

We reserve the right to close the advert should an exceptional candidate present themselves before the closing date.

Durrington Multi Academy Trust

The Boulevard

Worthing

West Sussex

BN13 1JX

admin@dmat.education