

The **GALLERY TRUST**

A community of special schools



Bloxham Grove
ACADEMY

**Higher Level Teaching Assistant
Candidate Information Pack**

January 2024



Bloxham Grove
ACADEMY

Thank you for your interest in the post of Higher Level Teacher Assistant (HLTA) at Bloxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy.

Bloxham Grove Academy is a brand-new special free school which is currently under construction in Bloxham, North Oxfordshire, and will open in January 2024. Our new building will have first-class facilities in a rural location. Both the building and the academy's outdoor spaces give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This will create a very special environment for our community to use and enjoy.

The academy will provide exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition, and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across the Key Stages 2, 3, 4 and 5.

We will be moving into our new building in January 2024 with 55 students, 23 of which will transfer from our pre-opening cohort who are being educated in Trust schools from September 2023. We are looking to recruit a HLTA who will contribute to the growth of our innovative, forward thinking and exciting school, working alongside our experienced and skilled teaching and support staff.

This is a truly exciting opportunity for a HLTA to join the inaugural staff team at Bloxham Grove Academy. If you would like to help to shape the culture and ethos of the school and contribute to the development of a community dedicated to improving outcomes for students with SEND, then we would love to receive your application.

I look forward to hearing from you.



Charlotte Roberts
Head Teacher



Bloxham Grove
ACADEMY

**Higher Level Teaching Assistant
Grade 9**

**32 hours per week, 39 weeks per year (term time plus inset days)
Actual Salary £22,892 to £24,986 per annum
(FTE Salary £30,151 to £32,909 per annum)**

Start date January 2024

This is a truly exciting opportunity for a Higher Level Teacher Assistant to join the inaugural staff team at Bloxham Grove Academy, a special school within The Gallery Trust. Opening in January 2024, in a brand new, state of the art building, Bloxham Grove Academy will meet the needs of students with Moderate Cognition and Learning needs, Autistic Spectrum Condition and Social, Emotional and Mental Health needs. The academy will initially have 55 students on roll and will grow over 4 years to a full capacity of 100 students in Key Stages 2, 3, 4 and 5.

The successful candidate will demonstrate a flexible approach to their role, which will include supporting teachers in class, working with children 1:1 and in small groups, delivering interventions, managing resources, and providing cover for teaching and support staff.

You will demonstrate excellent knowledge of safeguarding and, following training, be willing and able to support students with de-escalation techniques, behaviour management strategies, and physical interventions.

If you share our passion for making a real difference to the lives of children and young people with special needs, this is an opportunity to make a real difference to our students' lives. In return for your contribution to our team, you will work in an organisation which will support your career development, in a role which is rewarding and fulfilling.

Benefits of working at Bloxham Grove Academy, part of The Gallery Trust, include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in the Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

- Perk Box - discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Cycle to work Scheme
- Free car parking and cycle storage

Application Process

The details of this post are contained in the candidate information pack, which is available at <https://bloxhamgroveacademy.co.uk/working-for-bloxham-grove-academy/> or at <https://thegallerytrust.co.uk/recruitment/current-vacancies/>. You will be able to download the Gallery Trust application form from either of these pages. To apply for this post, please email your completed Gallery Trust application form to application@thegallerytrust.co.uk

Deadline for applications: Wednesday 18 October 2023 12 noon

Provisional interview date: Wednesday 1 November 2023

Interviews will take place in a Trust school in Oxford

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

Bloxham Grove Academy is an academy within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

Higher Level Teaching Assistant

Job Description

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job Purpose

To provide cover for colleagues throughout the Academy: planning, preparation, monitoring and assessment of curriculum delivery: deliver teaching and learning and support for students 1:1, small groups and classes. Raise standards of achievement and encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

Support for students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- Willingness to work in all phases of the school.
- In association with teachers, plan, deliver and support students with relevant interventions to improve specific skills.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students, recognising and responding to their individual needs.
- Encourage students to interact and work cooperatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward independence.
- Provide feedback to students in relation to progress and achievement.

Support for teachers

- Organise and manage the appropriate learning environment and resources for students.
- Under supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities using evidence for learning and the established learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters using evidence for learning as a base.
- Record progress and achievement in lessons/activities on evidence for learning and use this information to plan next steps in learning.
- Work within the Bloxham Grove Academy's Behaviour policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.

Support for the curriculum

- Under supervision, deliver learning activities to students, adjusting activities according to student responses/needs.
- Use ICT effectively to support learning activities and develop students' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.

Support for the school

- Comply with and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students 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 students.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Deliver out of school learning activities within guidelines established by the school.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Line Management responsibilities

- Manage teaching assistants.
- Liaise between leaders/teaching staff and teaching assistants.
- Hold regular team meetings with any managed staff.
- Represent teaching assistants at teaching staff/management/other appropriate meetings.
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

**Selection Criteria
Higher Level Teaching Assistant**

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> Level 2 qualifications or equivalent 	<ul style="list-style-type: none"> Basic First Aid Level 3 / 4 qualifications Qualifications linked to SEND Team Teach trained HLTA qualification
Experience, Professional Knowledge & Skills	<ul style="list-style-type: none"> Working with children and young people in an educational or therapeutic context Working with children and young people in 1:1 and group situations Liaison with professionals and agencies Preparing and delivering learning activities to children and young people Ability to work restoratively Ability to work collaboratively and constructively in a team Ability to respond flexibly to situations and to demonstrate good judgement Ability to build links with key stakeholders Ability to undertake Team Teach (restrictive physical interventions) Ability to comprehend and observe the Academy's policies and procedures Ability to engage with academic research and communicate findings at a professional level Ability to work flexibly and creatively to meet changing needs of the school on a day-to-day basis Knowledge of relevant policies and legislation Knowledge of a range of IT packages including Microsoft word and excel 	<ul style="list-style-type: none"> Providing cover for colleagues Working with children and young people with special needs Working in a therapeutic role Working in a restorative manner Attending professional meetings and producing minutes Delivering specific interventions to children and young people Delivering training on specific areas Mentoring children and young people Preparation of risk assessments
Personal Skills and Qualities	<ul style="list-style-type: none"> A resilient personality with the ability to work with children and young people who demonstrate challenging behaviour Dedication to improving the lives of children and young people Willingness to undertake CPD and training e.g. Team-Teach, Restorative Approaches, First Aid Willingness to undertake personal care Commitment to safeguarding, and the welfare of children and young people A respectful approach to children and young people with SEN Use own strengths and expertise to advise and support others Excellent interpersonal and communication skills Driving license 	