

Pilgrims Pre-Preparatory School



Higher Level Teaching Assistant (HLTA)



About our setting

At Pilgrims Pre-Preparatory School our ethos is simple. Little people start learning from birth, and we take every opportunity to nurture that inherent curiosity and creativity to provide the best possible educational start for each and every child in our care. From the superb design of our buildings to the inspiring way we teach, our attention is centred on letting children be children while helping them to flourish.

Pilgrims School provides a safe and happy environment full of rich and challenging opportunities. We motivate each child to discover their full potential whilst recognising and supporting individual needs. We aim to stimulate the children's curiosity, imagination and creativity encouraging them to be confident and independent thinkers.

As well as nurturing our children's interests and developing their ideas, we inspire them to open their minds to new opportunities and challenges.

The role

The HLTA will work with and support the KS1 class teacher ensuring the children get the very best from their education.

Our three classes provide an outstanding level of care and education for our children and will inspire, support, motivate and engage the class.

This role is 36 hours per week, Monday to Friday, working during term time (35 weeks) plus one week in the holidays.

The working hours are:

Monday, Wednesday-Friday	08.30am – 16.00pm
Tuesday	08.30am – 17.00pm

Main School

Reception



Children joining Reception attend full-time from the beginning of the Autumn Term. During the year, children continue to build upon the basic skills already established in our Pre School. At this stage, particular emphasis is placed on developing independence – each child is expected to take increasing responsibility for their own belongings, demonstrate care for themselves and for others and begin to understand that there are consequences to actions. The class teacher carefully plans exciting termly topics linked to sessions in literacy, numeracy and knowledge of the world to enhance the children's learning. The timetable in Reception also includes visits to the IT suite, library and Hall for gymnastics. Specialist teachers provide weekly sessions in French, swimming, games and music.

Year 1



With foundations securely in place, the children in Year 1 are now ready to become more independent in their learning. Whilst still following a creative curriculum, subjects are more formally timetabled. Topic titles are used to teach key skills in contexts which are familiar and interesting to the children. On their travels to “the pond and beyond” the children will explore the plant life and creatures living in the environment. Back in the classroom, they will develop their literacy skills by writing a report about what they have found, whilst in science they will investigate and analyse the samples taken from the pond. Confidence and independence continues to be promoted and expectations remain high as the children head towards Year 2.

Year 2



In Year 2 the children are guided and encouraged to further develop their academic and personal qualities. As role models to the younger children, additional responsibilities and challenges are introduced. By assisting with various roles around the school, the children are able to demonstrate a clear understanding of the school values. At some point during this school year, there is an expectation that all our children will attend a two night residential trip, focussing on team building and leadership skills. This trip is key in highlighting the

children's hidden talents and interests which may not be easily identified within the classroom environment.

Creativity and imagination continues to be developed through many concerts, plays and performances to the school and the wider community.

By the end of Year 2 the children are well prepared both academically and socially for the excitement and challenges of their move to their next school.

Our values

Kindness

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, secure and resilient.

Curiosity

We treat everybody in a kind, compassionate, caring and supportive way so that everybody feels happy, secure and resilient.

Respect

We acknowledge the feelings, interests and beliefs of others within an inclusive environment that reflects understanding, honesty and integrity.

Benefits

Pilgrims has high expectations of its staff and therefore looks to reward them with the generous benefits, including a competitive salary, beneficial conditions of service, four dedicated training days and further opportunities for training and personal development.

A private health care scheme with cash back benefits, including alternative therapies and private hospital surgical treatment are available to support staff wellbeing. All staff enjoy free on-site parking, as well as free lunch and refreshments. We offer an Employee Assistance Scheme which includes support with legal issues, financial advice and wellbeing support and counselling. We offer 3 emergency days per year. All employees are covered under the generous life assurance scheme from the first day of employment.

General Information

Pilgrims is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

www.pilgrims-school.info



Job Description	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	<p>Job Title: Higher Level Teaching Assistant (HLTA)</p> <p>Location: Pilgrims Pre-Preparatory School, Brickhill Drive, Bedford, MK41 7QZ</p> <p>Line Manager: Class Teacher/Year Group Leader</p> <p>Hours: 36 hours per week, Monday to Friday, term time plus one week</p> <p>Role Summary: The HLTA will work with and support the KS1 class teacher ensuring the children get the very best from their education. Our three classes provide an outstanding level of care and education for our children and the HLTA will inspire, support, motivate and engage the class.</p>
Main duties and responsibilities:	<p>Supporting Teaching and Learning</p> <ul style="list-style-type: none"> • Support and implement the agreed vision and objectives of the school • Support class teacher to implement activities in or out of the classroom • Supervise whole class during the short-term absence of a teacher as directed by the EYFS Co-Ordinator, Headteacher or Deputy Headteacher • Support class teacher in providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development • Establish productive relationships with the children, setting high expectations for behaviour and learning • Encourage children to interact and work co-operatively with others engaging all children in activities • Promote independence and using strategies to recognise and reward achievement • Advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the teacher is not present • Guiding work of other adults supporting teaching and learning in the classroom <p>Supporting the teacher</p> <ul style="list-style-type: none"> • Working with the teacher to establish an appropriate and enabling learning environment



- Being actively involved with the planning, evaluating and adapting of provisions according to individual needs
- Monitoring and evaluating pupils' responses to learning activities through observations and recording of achievements against learning objectives. Providing feedback to children in relation to their progress and achievement
- Promoting positive values, attitudes and good behaviour; dealing with incidents in accordance with established policies and encouraging children to take responsibility for their own behaviour

Children's welfare

- Attending to their health, welfare and safety at all times, including when in external play areas, toileting and cleaning incontinent or sick children
- Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided
- Prepare and assist in serving of snacks and drinks. Support appropriate behaviour and eating habits during lunchtimes

Supporting the school

- Being aware of and complying with policies and procedures relating to the child protection, health, safety and security, and confidentiality and reporting all concerns to an appropriate person
- Assist in the upkeep of different areas within the main school
- Attending consultations evenings, Open Days, etc as requested

Training

- Undergo regular performance management cycles to identify areas of development and training needs
- Attend staff meeting and INSET training as requested
- Participating in training and other learning activities as required

Other

- Undertaking playground duties as required
- Accompanying teaching staff and children on visits, trips, and out of school activities as required and taking responsibility for a group under the supervision of the teacher
- Supervising Club teas required (3.30pm-4.00pm)
- Be aware of and complying with policies and procedures relating to Safeguarding and child protection, health and

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	safety, security and confidentiality. Report all concerns to an appropriate person
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This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment with appropriate discussion.



Person Specification The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Relevant Level 3 TA or equivalent qualification	HLTA Status or willing to train First Aid qualification	Certificates
Experience	Experience of working in KS1, planning and teaching individuals and small group sessions Experiences of phonics	Whole class teaching experience Managing other support staff	Application form Interview References
Knowledge & Skills	Ability to maintain confidentiality Effectively deliver planned teaching sessions and activities for pupils in the absence of the Teacher Provide relevant and detailed feedback to the teacher on pupils' achievements and progress Develop children's knowledge through the evaluation of their own learning needs Work well both independently and part of a team Remain calm under pressure and able to adapt to change quickly Excellent standard of written English and numeracy Proficient in IT skills		Interview Interview task

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	Effective behaviour management strategies Ability to be organised, well prepared and to work to a timetable		
Personal competencies and qualities	Excellent interpersonal and communication skills Ability to use initiative and work flexibly		Interview