



Here at the Trumpington Federation we believe that learning should be an adventure for both staff and children alike. Our staff at the Federation are welcoming and supportive; we work hard with our community to build mutual trust and respect in order to achieve our goals. We aim to support the ongoing development of our people, and as part of this can offer a range of opportunities to assist you along your personal learning journey.

We value the contribution from every individual and appreciate that each one of our staff brings with them a uniqueness that supports the needs of the Federation and creates value for the next generation we are responsible for educating.

If you feel you would like to be part of this fantastic team, and play your own part in helping us achieve our objective of providing an enriching education experience for the young people in our care, we would love to hear from you.

The Trumpington Federation consists of two primary schools both with nursery settings.

Fawcett Primary School and Nursery is a well-established school in the heart of Trumpington. The school is named in honour of Henry Fawcett, the distinguished Victorian academic and politician.

Fawcett school was built to meet the need of families moving into the new post-war housing in the area, originally with a separate junior school (opened in 1949) and infant school (opened in 1950). The infant and junior schools were amalgamated in 1989. The school has been through a period of rapid expansion and development and has grown from one to two forms of entry now having over 400 children on role.

Our Trumpington Meadows School was opened in 2014 and has been growing ever since; we have around 270 children on roll and are just a stone's throw away from Fawcett meaning we are able to accommodate swimming lessons for all pupils within our Federation in Year 3 and above.

As part of our Vision and Values at the Trumpington Federation, we believe that learning should be a lifelong adventure.

We aim to inspire and encourage all members of our community to grow and learn together.

Higher Level Teaching Assistant

Join our dynamic Federation as a HLTA

We are seeking a HLTA to join our Trumpington Meadows School. This position is term-time only, 38 weeks per year, 18 hours per week; salary scale points 12 – 15 (£26,421 FTE - £27,803 FTE) depending on experience.

If you are passionate about children's learning and emotional well-being, The Trumpington Federation can offer you a supportive school community with high quality training opportunities and great colleagues. The Federation is committed to support professional development opportunities.

We are looking for someone who:

- Enjoys working with children
- Has excellent interpersonal skills
- Demonstrates high standard of both spoken and written English
- Has high expectations of children and themselves
- Is flexible, creative and upbeat
- Is keen to support class teacher's learning and carry out interventions

This position is available for an immediate start. The position would be based at our Trumpington Meadows primary school however you may be required to work across both of our school sites.

Closing date: Wednesday 20th November 2024

Interview date: Monday 25th November 2024

Please feel free to contact us if you have any questions and complete the application form below.

Please email completed application forms to humres@trufed.org.uk these can be downloaded by clicking on the link below.

We are committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undergo an enhanced D.B.S. and full pre-employment checks. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

JOB DESCRIPTION

Job Title: Higher Level Teaching Assistant

School/Service: Trumpington Federation

Reports to: Senior Leadership Team

Grade: Level 4, Scale Points 12-15

Location: Across the Federation

Hours: 18 hours per week (3 days)

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Principal Accountabilities:

1. Support for children

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- Contribute to the planning and preparation of learning activities.
- Monitor pupil care needs and ensure the teaching assistant team contribute support effectively and in line with good practice.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Provide guidance to teaching assistants on promoting inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

2. Support for the curriculum

- Support the school curriculum, providing additional support for groups of children as agreed.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment

3. Support for the teacher

- Provide support in evaluating pupil progress and development.
- Contribute to the development of APDRs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and follow agreed school policies


4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the headteacher in ensuring that the whole school provides a safe and healthy environment.

- Attend and actively participate in staff meetings where appropriate.
- Contribute to the development of less experienced teaching assistants
- Make suggestions for school events and take a leading role in organising them as agreed.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Person Specification

Post	HLTA	
Responsible to	Executive Headteacher, Head of School, Assistant Headteachers and Governors.	
Liaison with	Teaching and non-teaching staff in the federation, parents, pupils, governors, community, staff of other schools, external agencies, inspectors, advisors and consultants.	

The Trumpington Federation is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • GCSE Maths, English at Grade C or above, or equivalent • Meet Higher Level Teaching Assistant standards or equivalent qualification or experience • Willing to engage in continued professional development • Be willing to deliver small group/class sessions. 	<ul style="list-style-type: none"> • First Aid training
Knowledge and Experience	<ul style="list-style-type: none"> • Working with or caring for children of relevant age • An understanding of safeguarding requirements • Understanding of principles of child development and learning processes • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these 	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Professional Skills	<ul style="list-style-type: none"> • Promoting the school's aims positively • Developing good personal relationships within a team • Establishing and developing close relationships with parents, governors and the community • Effective communication (both orally and in writing) to a variety of audiences 	<ul style="list-style-type: none"> • Monitor, record and make basic assessments about individual progress • Identify gaps in their own experience that they need help in filling • Demonstrate the ability to learn and adapt from past experience

	<ul style="list-style-type: none"> • Contributing to a happy, challenging and effective learning environment 	
Professional Ethos and Commitment	<ul style="list-style-type: none"> • High expectations for self and others and a strong commitment to raising achievements • Commitment to promote home-school partnerships 	<ul style="list-style-type: none"> • Awareness and willingness to be involved in partnerships that support school
Personal Qualities	<ul style="list-style-type: none"> • Approachable with excellent interpersonal skills • Ability to promote and develop positive relationships within and beyond the school • Well organised, calm and empathetic • Ability to set and work to deadlines • Flexible within the remit of your role and to fit within the changing demands of the school • Ability to remain positive and retain your sense of humour! 	