



Victoria
ACADEMIES TRUST

**HLTA and SEND 1:1 Teaching Assistant
Poppyfield Academy, Cannock**

Recruitment Pack

Full Time and Permanent from March 3rd 2024

Pay scale: Salary: SCP 5 (£19312) Pro Rata - 16 hours per week 1:1 to support child in Years

SCP 22-24 (£31364) Pro Rata - 20.25 hours per week HLTA

Mon - Fri - 8:30am - 4:15pm (30min lunch)

Web: victoriaacademiestrust.org

Email: enquiry@victrust.org

X @VicAcademies

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary-only trust, based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 with the sole aim **'to make our people the best they can be'**. We are passionate about making a difference to the lives of our pupils, families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across the primary age range, and employ over 500 colleagues across our schools and in our trust central team.

We may be ten schools, but our vision and values run through our Trust and we truly are a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, full time lunchtime supervisor at Poppyfield Academy. Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](http://Job Vacancies (victoriaacademiestrust.org))

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our

Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities - we work with and empower our people to be the best they can be.

Our

Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits.
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- **Access to over 100 tailored CPD courses** through a mix of flexible webinars and online or face to face opportunities.
- **Opportunities to network** with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust -both as teaching and non-teaching colleagues.



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy.
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, discounts on gym membership, childcare voucher scheme, cycle to work scheme and lifestyle voucher scheme.
- **Paid expenses** in line with HMRC guidance – and access to **free parking** on site at our schools.
- **Dedicated technology** – To enable to to fulfil your role effectively.
- **Dedicated shared working spaces** allowing colleagues to collaborate and work in way that suits them.
- **Generous holiday allowance** – many of our roles are term time only contracts.



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events.

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter schools



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



Role Overview

Full Time and Permanent from March 3rd 2024

Pay scale: Salary: SCP 5 (£19312) Pro Rata - 16 hours per week 1:1 to support child in Year5

SCP 22-24 (£31364) Pro Rata - 20.25 hours per week HLTA

Mon - Fri - 8:30am - 4:15pm (30min lunch)

Poppyfield Academy is a one form school in Cannock which became part of the Victoria Academies Trust in 2019. We are a close-knit family of schools who share a passion for powerful, immersive and creative learning.

We are looking a 1:1 SEND teaching assistant and HLTA with experience of working with Special Educational Needs. Experience within a similar role would be an advantage. The position is to support a pupil in our Year 5 class 4 mornings a week and complete the HLTA role 1 morning and 5 afternoons per week.

If you enjoy working in a busy environment, are well organised and efficient, we want to hear from you.

As a school, we can offer the successful candidate:

- A commitment to continuing professional development
- A supportive and hardworking staff team who are united in their drive to ensure children achieve the very best outcomes academically and socially
- Friendly and happy children who are keen and eager to learn

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. This post is subject to an enhanced DBS Check.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

For further details and application pack, please collect from the school office, email : headteacher@poppyfieldacademy.org.uk or alternatively by telephoning 01543 758030.

Please return completed applications marked for the attention of Headteacher Rebecca Scordis, Poppyfield Academy, Bishop Street, Cannock WS12 4RY

Closing Date: 24/1/2025

Interviews: 31/1/2025





Job Description

Responsibilities of the role

HLTA and SEND 1:1 Teaching Assistant – Poppyfield Academy

Job title: HLTA and SEND 1:1 Teaching Assistant
Responsible to: SENDCO/Headteacher
Line Manager: SENDCO/Assistant Headteacher
Pay scale: Salary: SCP 5 (£19312) Pro Rata - 16 hours per week 1:1 to support child in Year5
SCP 22-24 (£31364) Pro Rata - 20.25 hours per week HLTA
Mon - Fri - 8:30am - 4:15pm (30min lunch)

This job description will be reviewed annually and may be amended at any time following discussion between the Head Teacher and member of staff.

Role Overview: To be part of the Inclusion Team, providing support to children with special physical, emotional, communication and education needs, either on a 1:1 basis or in small groups, by utilising a good standard of practical knowledge and skills. To cover classes in order to support release time for staff. This will involve whole class teaching, planning and feedback.

Main Activities:

- Support children with additional needs on a 1:1 basis, or within the classroom environment and during unstructured times, as directed. This includes personal care for children who require it.
- Work collaboratively with teaching staff/SENco in order to aid access to the curriculum, and to support the EHCP, & programmes designed for individuals or groups of children.
- Assist the teacher/SENco with the planning of learning activities, preparing or modifying work for individuals or small groups of children as directed.
- Use strategies in liaison with the teacher/SENco, to support pupils to achieve learning goals
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes covering PPA or CPD release time for teachers.
- Be familiar with lesson plans, individual pupil targets and learning objectives.
- Be aware of and support pupil difference and ensure all students have equal access to opportunities to learn and develop. Ensure pupils are able to meet their full potential by removing barriers to learning.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce student's self-esteem and independence and employ strategies to recognise and reward achievement and self-reliance.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and those who are consider vulnerable or entitled to pupil premium funding.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

HLTA and SEND 1:1 Teaching Assistant – Poppyfield Academy

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role (particularly where the person is based in a particular year group predominantly).
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Be prepared to plan and deliver small group interventions in liaison with the SENCO.

Monitoring and Assess

- Support and evaluate pupil progress and with the class teacher to discuss next steps.
- Assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress *and* achievement.
- Assist in maintaining and analysing records of students' progress.
- To contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.

Mentoring, Supervision and Development

- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking training.
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of students throughout the school and escort and supervise students on planned visits and journeys
- Provide support and assistance for student's pastoral needs.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise students at times other than during lessons according to the schools duty arrangements
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the student's education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher or senior leadership team/
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures
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Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Headteacher with the postholder

Person Specification

SEND 1:1 Teaching Assistant – Poppyfield Academy

	Qualities
Qualifications	<ul style="list-style-type: none"> • Good numeracy/literacy skills. • NVQ for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). • HLTA Qualification or equivalent experience
Skills and Knowledge	<ul style="list-style-type: none"> • Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN. • Experience of working with children with Special Educational Needs • Use of other equipment technology – video, photocopier. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. • Experience of whole class teaching • Experience in more than one key stage • Experience of working in a Primary School setting
Personal Qualities	<ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.



Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: [VAT-Flexible-Working-Policy-v1.0-.pdf \(victoriaacademiestrust.org\)](#)



Victoria Academies Trust

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