Dear Applicant

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of Higher Level Teaching Assistant within our Multi Academy Company.

The closing date for receipt of application is via email to HR at [hr@romeromac.com](mailto:hr@romero.mac.com) by 9am 7th July 2021 Interview date to will be 14th July 2021.

This letter is intended to help you submit your application. Please read it carefully. If you have any difficulties, please contact HR at [hr@romeromac.com](mailto:hr@romeromac.com).

The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

**Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.**

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The ‘Relevant skills & experience' section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.

We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.



Patrick Taggart

**Operations Director**

**The Romero Catholic Academy**

The Romero Multi Academy Company

**“Securing 3-19 Catholic Education in Coventry”**

“This is what we do:

We plant the seeds that one day will grow.  
We water seeds already planted, knowing that they hold future promise.  
We lay foundations that will need further development.  
We provide yeast that produces far beyond our capabilities.”



Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that,

*“We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”*

**Our Schools**

The following schools are within The Romero Catholic Academy:-

# Secondary School:-

**Cardinal Wiseman Catholic School**

# Primary Schools:-

**Corpus Christi Catholic Primary School**

**Good Shepherd Catholic Primary School**

**Sacred Heart Catholic Primary School**

**St Gregory Catholic Primary School**

**St John Fisher Catholic Primary School**

**St Patrick Catholic Primary School**

**SS Peter and Paul Catholic Primary School**



**St Gregory’s Catholic Primary School**

**Job Description for**

**Higher Level Teaching Assistant**

**Grade: Grade 4, Point 6 – 14 (£19,698 - £23,080**) **pro rata**

**Hours: 37 hours per week (Monday – Thursday 8.30am – 4.30pm and Friday 08:30am – 4:00pm)**

**Contract Type: Permanent**

**Start Date: September 2021**

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

**Core Purpose**

As a Higher Level Teaching Assistant at St Gregory’s Catholic Primary School the core purpose of the job is to work collaboratively with the responsible classroom teacher in their responsibility for the development and education process by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to pupils. Also, supervise whole classes occasionally during the short-term absence of teachers.

**Duties and Responsibilities**

**Under the direction and supervision of senior staff/teachers;**

1. Undertake appropriate planning and preparation of lessons for individuals, groups and whole classes.
2. Deliver agreed lessons and learning experiences to individuals, groups and whole classes as required.
3. Assess the development, progress and attainment of pupils.
4. Report on the development, progress and attainment of pupils to the responsible teacher as appropriate.
5. Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those pupils with special educational, physical or emotional needs.
6. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate.
7. Implement agreed learning activities/teaching programmes using strategies in liaison with the teacher, to support pupils to achieve learning goals.
8. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives.
9. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters.
10. Establish productive working relationships with pupils providing feedback to them in relation to progress and achievement.
11. Manage, prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
12. Undertake supervision and discipline of pupils within the procedures of the school/service, providing feedback to pupils.
13. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement of self–reliance.
14. Ensure that pupils are able to safely use equipment and materials provided.
15. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years.
16. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
17. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
18. Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, to support achievement and pupil progress.
19. Assist the teacher in monitoring and analysing records of pupils' progress.
20. Utilise ICT in learning activities and develop pupils' competence and independence in its use.
21. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
    * assistance with the personal hygiene routines, e.g. toileting
    * assisting with children's injuries and, where appropriately qualified, administering first aid;
    * assist with the administering of medicines under the direction of the appropriate medical staff;
    * assist with the identification and monitoring of children's general health and welfare.
22. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
23. Support and contribute to the overall ethos/work/aims of the school.
24. Assist with the supervision of pupils outside of lesson times, including before and after school and during lunchtime.
25. Assist with group/whole class activities within and away from the classroom/school, such as PE, swimming, educational visits.
26. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
27. Attend and participate in relevant meetings as required.
28. Assist in the supervision, training and development of volunteer helpers, students or other staff in the classroom.
29. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)

**Responsible for: n/a**

**Responsible to: Principal**

**Agreed by.................................................... Date ................................**

**Principal................................................ Date ..................................**

**Review date: This job description will be reviewed in September 2021 but may be reviewed before this date should the duties change**



**St Gregory’s Catholic Primary School**

**Person Specification for**

**Higher Level Teaching Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** |  |  |  |
| 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths or the ability to show the equivalent skills | ✓ |  |  |
| Attainment of NVQ level 3 qualification or equivalent, for example, A-Levels |  | ✓ |  |
| Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills. |  | ✓ |  |
| **Knowledge, Skills & Experience:** |  |  |  |
| An understanding of the needs and characteristics of young children | ✓ |  | AI |
| Some understanding of child development and the way in which children learn | ✓ |  | AI |
| An understanding of the roles played by various adults in children's education | ✓ |  | AI |
| An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities | ✓ |  | AI |
| To effectively use ICT and use of other equipment – video, photocopier | ✓ |  | AI |
| An ability to relate well to children and adults | ✓ |  | AI |
| To work constructively as part of a team | ✓ |  | AI |
| Ability to self-evaluate learning needs | ✓ |  | AI |
| Understanding of the distinctive nature of a faith school | ✓ |  | AI |
| Experience of working with children of relevant age or with specific special needs | ✓ |  | AI |
| **Personal Qualities:** |  |  |  |
| Passionate about positively impacting children’s education | ✓ |  | AI |
| Comfortable dealing with parents, staff and children at all levels | ✓ |  | AI |
| Proactive | ✓ |  | AI |
| Collaborative, works well in a team | ✓ |  | AI |

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).