



Higher Level Teaching Assistant (HLTA) - Maths

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make good progress with Progress 8 consistently being above average. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of equal importance to us. We believe that every member of our team has a part to play in this and is central to the success of our new smaller Communities system, putting student engagement, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with recent awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting kdawson@sackvilleschool.org.uk or telephoning 01342 414900.

Yours faithfully



Jo Meloni
Headteacher



Higher Level Teaching Assistant (HLTA) - Maths

5 days per week (37 hours) Term Time Only (part time equivalent available)

Grade 6 - 8 (pro-rata if part time)

We require, for the start of the Autumn Term 2024 or earlier, a Higher Level Teaching Assistant to work as part of our Maths department. The successful candidate will take a lead in planning and preparing resources for intervention and small group teaching for behaviour for Maths. Alongside this they will also provide support to teachers in a classroom setting for small group work.

We are looking for someone who can work flexibly and effectively as part of a successful team and alongside our subject teachers and who has experience of working with students. HLTA qualification/status is not required, there will be opportunity to undertake this qualification whilst carrying out the role.

Sackville is a popular and oversubscribed large, mixed, 11-18 comprehensive with 1700 students on roll. It is an exceptionally friendly and supportive community built on strong relationships which allow every student to thrive. We invest in our staff, enabling them to pass on their knowledge and love of their subject such that our students are given the very best experience and opportunities to succeed. We have acquired a deserved reputation for fighting for every child, to support every student in achieving their full potential and developing a lifelong love of learning.

Hours - 37 hours per week, across five full days, term time only.

Salary range: Grade 6-8 dependant on qualifications and experience (pro rata for 30 hours per week, term time only)

Further details and an application form are available on our website or from kdawson@sackvilleschool.org.uk

Closing date: Friday 10 May 2024 9.00am

Interviews: Week commencing 13 May 2024

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Please address your letter of application to Ms Jo Meloni Headteacher, explaining how your experience has prepared you for this role, on no more than two sides of A4. Send this together with the application form and safer recruitment form to kdawson@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

Main Tasks/duties/responsibilities

- To provide targeted support for students in Maths to enable them to achieve their full potential in Maths. This can be working with any student or group of students, from Grade 1 to 9.
- Small group work intervention - in class and outside the class, including the planning and marking of work
- Individual teaching for interventions
- Mentoring of key students
- Research and decide on suitable interventions within Maths to enable the best possible progress and impact
- Liaise with the classroom teacher and Curriculum Team Leader to help measure and deliver impact
- Assessing and monitoring to ensure progress and amend provision accordingly

GENERAL REQUIREMENTS

- Participating in the School's appraisal system
- Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher
- Promoting the school's policy on Culture for Learning and a commitment to providing a caring and stimulating environment for improving standards for all students within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post including supporting students in examinations if required.
- Take a lead in planning and preparing resources for interventions, specifically the 1:1 and small group intervention programme
- Small group teaching
- Individual teaching for interventions
- Research and decide on suitable interventions to suit the changing needs of students
- Liaise with other staff to ensure successful progress in 121 and group work
- Assess and monitor progress, including marking and feedback where appropriate
- Supporting in the marking and tracking across the department, including moderation
- Monitoring progress of students and amending provision accordingly
- Observation of students and provision of written feedback
- Assess and monitor progress, including marking and feedback where appropriate
- Flexible troubleshooting at short notice
- Liaise with outside agencies and parents and carers when required
- Engage with appropriate training opportunities to promote professional effectiveness in this role

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice. Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. The Post Holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

PERSON SPECIFICATION

HLTA Maths

In order to undertake the post successfully it is anticipated that the following skills and qualities will be required. Selection will be made on the basis of this person specification with evidence drawn from the application form, confidential references and candidate's answers at interview.

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<u>Education and Training</u>	Essential	Desirable
A good level of education including GCSE grade C or equivalent in Mathematics and English	✓	
Additional qualifications in Maths (A Level/Degree)		✓
Willingness to develop own expertise	✓	
<u>Experience</u>		
Previous experience of working as an HLTA/teacher of Maths		✓
Successfully working as part of a team	✓	
Working in a secondary school or other educational setting (working with young people)		✓
<u>Abilities and aptitudes</u>		
Clear communication skills (spoken, written and use of ICT)	✓	
Ability to lead small group teaching sessions		✓
Ability to plan effectively	✓	
Very good interpersonal skills	✓	
Ability to work under pressure and to prioritise	✓	
Ability to work well as part of a team	✓	
Ability to use initiative and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Confidentiality	✓	
Ability to work sensitively with a wide variety of people	✓	
Confident use of IT packages such as Google Drive	✓	
<u>Other requirements</u>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
Commitment to ongoing personal development and willingness to undertake appropriate training	✓	

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purpose.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers



LOCATION

- Beautiful historic town with a positive town identity
- East access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.

FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Our vision is for a **safe and inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



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 TEAMWOR **K**
 INCLUSI **V** ITY
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