



Bannerman Road **COMMUNITY ACADEMY**

Higher Level Teaching
Assistant

INFORMATION FOR CANDIDATES

bannermanroadbristol.org



Bannerman Road COMMUNITY ACADEMY

HLTA

Permanent, part-time 28 hours per week (4 days per week – Tuesday to Friday as a minimum, could increase to 5 days to be discussed at interview) term time only.

VTG9 Scale Point 26-29 (£24,343 - £26,999) per annum pro rata (actual salary £15,368 - £17,045 per annum) + Health Cash Plan and Benefits package

Applications are invited from high quality candidates to join an exciting and committed team at Bannerman Road Community Academy.

We are looking to appoint a positive, hardworking, skilled and ambitious practitioner who wants to make a real difference to children's lives and is ready and able to take on a role teaching our children and working in harmony with staff, families and other key stakeholders.

Candidates for this post should be:

- Passionate about how children learn best with a genuine belief that all children can succeed.
- Able to demonstrate their resilience to cope with the daily challenges that working in a busy, successful inner city school can bring.
- Flexible, with a good sense of humour.
- An innovative practitioner who values and can support positive play and work as a team to resolve conflict.
- A confident professional, keen to share their knowledge and understanding with others.

In addition the successful candidate will have a good understanding of teaching and learning and a willingness to help children realise their academic potential as well as an interest in the wider community that the school serves.

In return we can offer you:

- A genuine opportunity to make a difference where it is needed.
- Well-resourced classrooms, necessary IT equipment and structured administrative support.
- An exciting and vibrant environment, which includes a fabulous outdoor space, in which to work.
- A fantastic community of children, parents and carers who deserve the best.
- To join a wonderful team and have every opportunity to further your professional development and career with an excellent benefit package including; Wellbeing Health Cash Plan, Retail Discounts, ICT Loans, Professional Induction Incentive plus others.

If you are hardworking, reflective, resilient, and looking to further develop your talents and skills at Bannerman Road Community Academy then we would love to receive an application from you.

Closing date: Monday 6th July 2020 at 9.00. Interviews: Wednesday 8th July 2020 (conducted via Microsoft Teams)

Bannerman Road Community Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to this commitment. An enhanced DBS check is required for all staff.



Venturers Trust and our Sponsors



Venturers Trust is a dynamic and focused multi-academy trust based in Bristol, formed in September 2017 through the merger of CGS Trust and Merchants' Academy Trust. The Trust is responsible for eight academies, 3,500 pupils and 700 staff with a commitment to making a significant and lifelong difference to the lives of young people from some of Bristol's most disadvantaged communities.

The Trust is currently made up of five primary schools: Bannerman Road Community Academy, Barton Hill Academy, Fairlawn Primary School, The Dolphin School and The Kingfisher School; the all-age Merchants' Academy; Colston's Girls' School for girls aged 11-16, located alongside its sixth form, V6, for girls and boys; and Venturers' Academy, the first state-funded school in Bristol for students aged 4-16 diagnosed with Autism and with an EHCP. Our academies are happy, vibrant and exciting places to learn and work and are led by a team of talented, morally driven and committed Principals.

The Trust is sponsored by the Society of Merchant Venturers and the University of Bristol.

The Society of Merchant Venturers (SMV) is a philanthropic organisation that works with and supports people and communities from the wider Bristol area through education, care for older people, charitable giving and social enterprise. In education, SMV's simple but highly ambitious vision is to transform the life-chances of students from the richly diverse set of schools within Venturers Trust, both during their educational journey and beyond. The Society's expertise in education spans more than four centuries and today, the commitment is practical as well as financial, with many of its members taking active roles in the governance of Venturers Trust and the wide range of schools within the Trust. SMV firmly believes there is nothing more important to the health of our communities than outstanding education and training in life skills for young people.

The University of Bristol ranks as one of the top 10 universities in the United Kingdom. It is actively involved in the governance of our schools. The university offers support in areas such as curriculum development, subject expertise, higher degree and research opportunities for staff at Venturers Trust. It also offers student mentoring and an innovative and inclusive programme for students as part of the university's commitment to widening participation and access to higher education. These activities include extensive support and opportunities for our Sixth Forms including scholarships, preferential offers of grades to gain a place, with the additional possibility of bursaries to support undergraduate degree studies.

Both sponsors seek to ensure that all our young people receive a truly inspiring education. Their hands-on support, challenge and expertise are greatly valued.





Venturers Trust is fortunate to be able to recruit and retain the very best staff. In addition to contractual entitlements such as annual leave and occupational pension, we recognise the important role our staff play by providing for them a range of benefits as well as flexible employment arrangements and a family-friendly approach.

Our current benefits (*for all staff on Venturers Trust contracts and working over 10 contractual hours per week*) include:

WELLBEING HEALTH CASH PLAN - A valuable Health Cash Plan that provides cover for routine healthcare such as dental check ups, eye tests, physiotherapy, and specialist consultations. Benefits for children of employees up to the age of 18 are included free

EMPLOYEE ASSISTANCE PROGRAMME - The EAP offers cover for employees and their immediate family members residing at the same address, including children in full-time education

TRAINING AND DEVELOPMENT - First class training and development opportunities are provided within the Trust

PROFESSIONAL DEVELOPMENT - 10 Professional Learning days per year

BICYCLE PURCHASE LOANS - After having successfully passed the probationary period employees are eligible to request a Bicycle Purchase loan up to the value of £1,000 through the 'Cycle to Work' scheme

ICT LOANS - A loan repayable over a 2 year period as part of a Salary Sacrifice scheme

RETAIL DISCOUNTS – An extensive range of free goods/services and discounts available to staff

PROFESSIONAL INTRODUCTION INCENTIVE - Payable following the successful completion of the probationary period of the new member of staff to the member of staff who made the introduction

Further details of our employee benefits can be found on the Academy website.





Bannerman Road
**COMMUNITY
ACADEMY**

Welcome to Bannerman Road Community Academy

Welcome to Bannerman Road Community Academy which is part of Venturers Trust and is an inclusive primary school in Bristol. We share our setting with the Children's Centre, providing education and caring support for our children from 2 to 11 years old. Our two modern buildings in inner city Bristol, Easton are linked by play areas and our developing landscaped areas are used in forest school activities for all children. We celebrate our diverse and multi-lingual community and believe that all pupils are entitled to high quality, engaging and exciting teaching and learning. We have high expectations and challenge everyone to reach his or her full potential.

“BRCA is a vibrant, happy and friendly school located in Easton, Bristol. We are committed to providing an engaging and exciting curriculum which will instill self belief and a love of learning into our children.”

We hope our children will leave our school full of happy memories of their time with us and we look forward to welcoming you.

Lynsey Prewett

Principal





Bannerman Road **COMMUNITY ACADEMY**

Living in Bristol

Bannerman Road Community Academy is located in the city of Bristol very close to the open fields of Bath and North Somerset and easy travelling distance from country villages and further afield. Academy staff have an enviable choice of places to live within a city and region that is viewed as one of the areas with the highest quality of living in the UK.

Bristol is the largest city in the South West and the region's leading centre for business, culture and education. It has been the subject of a massive programme of investment and regeneration that has had a major impact on its retail, leisure and business facilities. The city has a long tradition of trade and engineering, and is also home to many of the newer financial services, creative and media industries. It is also close to some of the most beautiful countryside and coastal areas.

Bristol itself is a beautiful, vibrant and fashionable city. Its harbour, which weaves its way through the heart of the city is lined with restaurants, clubs and bars, museums, arts, science and media centres. The narrow winding streets, radiating from the water's edge, reveal elegant parks, squares and stunning architecture. Recently the city celebrated Brunel 200, the 200th anniversary of the birth of Isambard Kingdom Brunel, one of the most inspirational engineers of the 19th century and the person responsible for some of the great icons of Bristol's industrial heritage. Bristol is the 8th largest city in the United Kingdom with a population of over 400,000. Built on the confluence of the Rivers Avon and Frome, it has been in existence from well before the time of the Romans.



Post: Higher Level Teaching Assistant

Line Managed by: Principal

Responsible to: Principal

Key Outcomes:

- To contribute to a wide range of teaching and learning activities and to assist and support the work of qualified teachers. To work within the statutory frameworks relevant to the role.
- To advance students' learning in a range of classroom settings and assist in raising standards for the all pupils. This will necessitate working with individuals, small groups and whole classes where the assigned teacher is not present.

Specific responsibilities include:

- To support students' learning and to contribute effectively and with confidence to the classes in which you are involved.
- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes (provide PPA cover – likely to include PE and ICT).
- To be familiar with the academy curriculum, the age-related expectations of students, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved.
- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme.
- To use ICT to advance students' learning, and use common ICT tools for personal and students' benefit.
- To adopt a range of strategies, in line with the academy's' policy and procedures, to establish a purposeful learning environment and to promote good behaviour.
- To demonstrate and promote the positive values, attitudes and behaviour you expect from the students you work with.
- To monitor students' participation and progress, providing feedback to teachers, and giving constructive support to students as they learn.
- To have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement.
- To plan and use clearly structured teaching and learning activities, to interest and motivate students and advance their learning.
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- To contribute effectively to teachers' planning and preparation of lessons.
- Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to students and colleagues on students' learning and behaviour.
- To contribute to the planning of opportunities for students to learn in out-of-school contexts, in accordance with school policies and procedures (e.g. holiday booster classes, revision sessions, co-curricular etc.)
- To support teachers in evaluating students' progress through a range of assessment activities.
- To monitor students' responses to learning tasks and modify your approach accordingly.
- To contribute to maintaining and analysing records of students' progress.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- Where relevant, to guide the work of other adults supporting teaching and learning in the classroom (e.g. TAs)
- To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
- To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned.
- To liaise sensitively and effectively with parents and carers, recognising their roles in students' learning.
- To improve own practice, including through observation, evaluation and discussion with colleagues.
- To undertake other duties that the Principal of the Bannerman Road Community Academy may reasonably request.

Organisation:

- Promoting and safeguarding the welfare of children and young people within the school.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all school and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the school.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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Person Specification



CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Meet HLTA standards or equivalent qualification or experience. Hold relevant qualifications at a level equivalent to at least NQF Level 3. Educated to a high standard with a minimum GCSE grade C in English and mathematics (or equivalent qualifications) or NVQ Level 2 (or by test). Training in relevant learning strategies, e.g. literacy. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p>	<p>Further qualifications in education – e.g SEND</p> <p>Experience of teaching PE and Computing.</p>
Experience	<p>Experience of relevant learning programmes/strategies/codes of practice. Understanding of relevant policies/ codes of practice and awareness of relevant legislation.</p>	
Professional Development	<p>Commitment to continuing personal and professional learning through participating in development and training opportunities.</p>	<p>Evidence of recent Professional learning.</p>
Knowledge & Understanding	<p>Ability to document findings in an appropriate format. Ability to communicate and relate to staff, students and parents alike. Effective use of ICT and technology. Ability to work constructively as part of the Teaching Assistant team. Ability to maintain effective record keeping. Ability to effectively use ICT to support learning, or to undertake training to do so. Understanding of behaviour management strategies.</p>	<p>Training in the relevant strategies for English/ Maths and Curriculum Experience of working with children and families with EAL.</p>
Personal Attributes	<p>Ability to form and maintain appropriate professional relationships and boundaries with children and young people. Ability to deal with sensitive information in a confidential manner. Flexibility to cope with diverse needs of the post. Resilience to work under pressure. Positive, personable and optimistic. Solutions focussed.</p>	

HOW TO APPLY



Closing Date for Applications: Monday 6th July 2020 at 9.00

Interviews: Wednesday 8th July 2020 via Microsoft Teams, if invited to interview you will be set a task to complete at home and send in by Tuesday 7th July 2020 at 3pm.

Please email your application to recruitment@venturerstrust.org

Please note due to the expected volume of applications it may not be possible to acknowledge or respond to all applicants.

SAFER RECRUITMENT IN EDUCATION

Venturers Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification which will include a specific reference to suitability to work with children.
- A Venturers Trust Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.