

#EMATters



Application Pack

**HLTA**

“Every child deserves to be the best they can be”

# Welcome to Orchard Academy

We're a primary school in Milton Keynes, proudly rated GOOD by Ofsted.

As a founding member of East Midlands Academy Trust (EMAT), we are dedicated to its vision that “every child deserves to be the best they can be” and this commitment drives us to provide the best education for each and every child.

At Orchard Academy we are Ready, Respectful and Safe and we are proud of our happy, caring, supportive and positive learning community where diversity is celebrated and each child can develop and extend their potential and achieve success.

Together with strong community links, we share leadership, staff and administration with our neighbouring infant school, Shepherdswell Academy, allowing us to offer the pupils a continuing broad and balanced curriculum at both key stages 1 and 2. We also have a specialist social communication department, known as Aspen, which offers a fantastic facility for children from both Orchard Academy and Shepherdswell Academy to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATers community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Orchard Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Orchard Academy.



Zoe McIntyre  
Executive Director of Primary Education

<b>Post Description:</b>	
<b>Post title:</b>	<b>Higher Level Teaching Assistant – SEN Department</b>
<b>Responsible to:</b>	Senior Leadership Team
<b>Liaising with:</b>	SLT, parents/carers, trust central team, governors, other trust schools, external agencies, relevant support staff.
<b>Pay range:</b>	SCP8-SCP10
<b>Contract terms:</b>	Permanent
<b>Closing Date:</b>	8 <sup>th</sup> April 2025
<b>Interview Date:</b>	25 <sup>th</sup> April 2025

### Job Purpose

The role of the HLTA is designed to work collaboratively and under the direction of the class teacher, Primary SENDCo, and Primary Phase Lead in the teaching and learning of children, which will include specific activities on a regular basis where management or supervision may not be direct.

### Responsibilities include:

Supporting learners by;

- Undertaking activities with individuals, groups or a class of children in order to facilitate their physical, emotional and educational development within a safe environment, either with or without the supervision of the class teacher.
- Working to establish supportive relationships with all identified children and families in order to facilitate effective communication and partnership between the academy and home.
- Carry out pre-determined educational activities and learning interventions, ensuring that specific guidelines are following whilst promoting independent learning to support understanding and progress.
- Encourage acceptance and inclusion of all children, including those with special educational needs, to support individual achievement, progress and development.
- Promote and reinforce the mental and emotional wellbeing of all children and encourage the child to maximise their achievement, progress and development.
- Fully support and implement the academy's behaviour policy and rewards systems.
- Ensure that the academy character drivers are both promoted and embodied.
- Promote and fully participate in the academy House system.

### Higher Level Accountabilities

- Attending planning meetings and, under the overall direction and guidance of the teacher, contribute to the short, medium and long term planning and preparation of lessons.
- Preparation and delivery of lessons, under the direction of the teacher, including providing cover for the teacher for absence, PPA, and delivery of specific interventions to learners.
- Monitoring, evaluating and providing teachers with feedback on learner's participation and progress.
- Contributing to the maintenance of learner data and records.
- Help learners make progress in a range of classroom settings, including working with individuals, small groups and whole classes as directed.

- Support teachers in selecting and preparing teaching resources that meet the needs and interests of learners.
- Liaise closely with the Primary SENDCo to support in the planning and delivery of wider school interventions for identified learners.
- Attend and contribute to annual review meetings with parents and other professionals in order to support the monitoring and development of each learner.

Attribute	Essential	Desirable
<b>Qualifications and training</b>		<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Interest in further professional development (e.g. NPML/SL)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of consistently high standards of pedagogical practice</li> </ul>	<ul style="list-style-type: none"> <li>• Data tracking and intervention planning</li> <li>• Line management of staff</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of pedagogic principles</li> <li>• Ability to meet deadlines including Improvement Plan milestones</li> <li>• Ability to communicate key priorities with staff</li> <li>• Flexibility to adapt to differing priorities as set by SLT lead</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of whole cohort data tracking systems</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Time management</li> <li>• Prioritising tasks</li> <li>• High professional standards</li> <li>• High expectations of learners and staff</li> </ul>	

Compiled by:	Revision Number
Approved by:	Revision Date    __/__/__

### Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

### How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** 8<sup>th</sup> April 2025  
**Interview Date :** 25<sup>th</sup> April 2025

### About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust’s purpose, values and objectives.



### Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

### Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

## **Equal Opportunities**

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

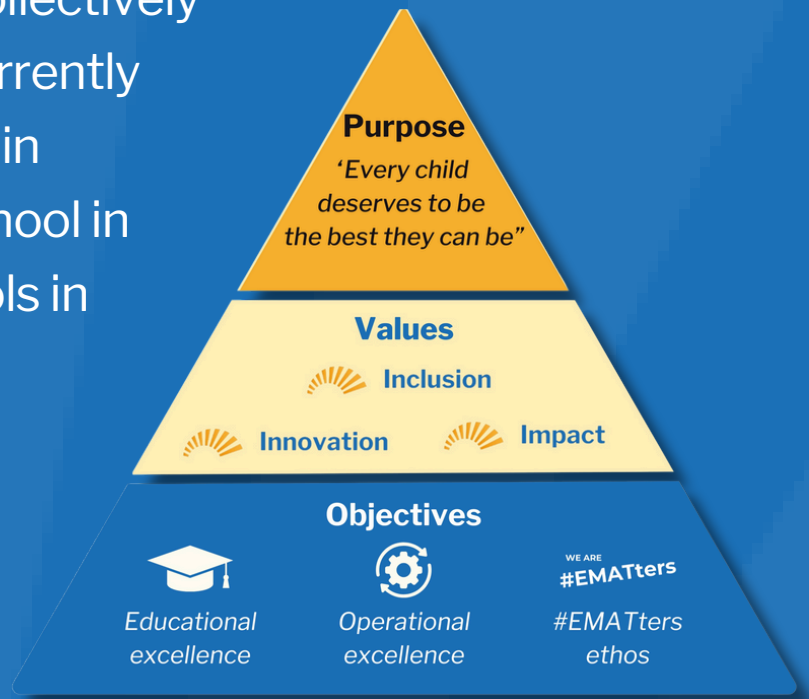
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

Joshua Coleman  
Chief Executive  
East Midlands Academy Trust



# About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

