



## Welcome to the Link Academy Trust

We have designed this recruitment pack to give you an insight into our Trust, the academies within it and how you can become part of it by working with us.

The Link Academy Trust incorporates the sixteen small schools of Bearnese in Newton Abbot, Broadhempston, Cheriton Bishop, Diptford, Drake's, Harbertonford, Hennock, Ilsington, Landscope, Morchard Bishop, Moretonhampstead, Otterton, Stoke Gabriel, Tedburn St Mary, Widecombe-in-the-Moor and Yeoford. Five of the schools are situated in rural villages around the town of Totnes, set within the beautiful South Hams region of Devon. Hennock, Ilsington, Moretonhampstead and Widecombe-in-the-Moor are on Dartmoor near Bovey Tracey. Bearnese Primary is set within the heart of Newton Abbot, Cheriton Bishop, Tedburn St Mary, Yeoford and Morchard Bishop are in the area just to the north east of Dartmoor, near Crediton and Drake's and Otterton are situated in Budleigh Salterton.

Whilst all the Academies gain expertise by work closely together, each school is unique with its own particular character and each Hub of schools, Totnes, Moorland, Raleigh and Woodleigh, have their own School Board. Our Academies achieve high academic standards through the provision of an exciting curriculum that makes the most of our rich surroundings. We offer a caring, nurturing environment, with dedicated staff who strive to meet the needs of every child and a culture of high expectations through first rate systems and procedures that ensure we are effective and efficient in all that we do.

Working together, our Academies can achieve more for our children than by working alone. We learn together, support each other, share our expertise and ensure we are always current, ready to offer the very highest standards of teaching and provide exceptional learning opportunities for all our children.

The Academies within our Multi-Academy Trust are vibrant and exciting places to work in, yet our small size enables us to know every child and build strong relationships with each family. All Academies have good reputations built on high standards and a caring ethos, but we are always looking for ways to improve so that we meet the challenges of preparing children for the future.

We maintain excellent links with other schools in the area and we have close ties with the successful local secondary schools of Ivybridge, Kingsbridge, South Dartmoor, Totnes, Newton Abbot, Teign, Exeter, Okehampton and Crediton as well as with the grammar schools in Torbay and Plymouth.

We look forward to receiving your application

Nicky Dunford, CEO



## Our Academies



**Bearnes** is situated in the centre of the busy market town of Newton Abbot. The pupils of the school are encouraged to benefit from and respect the diversity of their environment, learning through educational opportunities from the locality and being involved with the community at all levels. The school has a strong ethos of self-fulfilment for the pupils, while of equal importance is the development of a caring and nurturing attitude to life. All the staff endeavour to provide all children with a safe and secure environment that has high expectations and supports them to fulfil their potential.



**Broadhempston** is a traditional small village school, bijou but perfectly formed, with a warm and friendly family atmosphere. Situated just a short distance from Totnes, making the most of the idyllic rural setting throughout the year. The school offers an exciting and relevant curriculum which provides excellent opportunities and experiences and great foundations for life. Whilst focussing on the highest academic achievement, they always have the 'whole' child in mind and have an excellent team of inspirational staff who help the children develop into positive and enthusiastic learners.



**Cheriton Bishop** is vibrant school with a warm and friendly family atmosphere who believe their pupils should clearly understand their responsibility for learning by actively engaging with the creative curriculum. They are encouraged to value their educational opportunities and enjoy the learning experiences it provides. In return they offer an excellent team of staff who work incredibly hard to provide a broad range of activities and challenges, whilst greatly valuing and actively promoting the partnership between home and school because they understand that it is only through joint support that every child will reach their full potential.



**Diptford** is a thriving and vibrant school, yet their small size enables them to know every child in real depth; to understand their talents and what motivates them. The staff aim to help every child discover their unique and individual potential and support them to develop it. Offering a caring, nurturing environment with a unique family atmosphere, the school has an excellent reputation and achieves high academic standards through the provision of a rich and exciting curriculum that makes the most of its beautiful surroundings.



**Drake's** is very special school, where a dedicated emphasis on teaching and learning to high standards sits comfortably alongside the provision of a safe and happy space for their children to learn and develop as rounded, vibrant individuals. The school is also a valuable part of the community offering an excellent environment for all children and they believe in supporting all pupils to enable and inspire them to grow as confident, independent learners, fully equipped and ready for life's challenges.



**Harbertonford** is a thriving small Church School situated just outside the town of Totnes and achieves high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings and caring, nurturing environment. It is a vibrant and exciting place aiming to help its pupils to discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child. Harbertonford has a good reputation, built on high standards and a caring ethos and they strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way.



**Hennock** is vibrant school with a warm and friendly family atmosphere. Situated on the doorstep of Dartmoor, they make the most of their idyllic rural setting throughout the year and work in close partnership with parents and the community. Learning effectively happens most successfully when children feel happy, safe and actively involved with purposeful experiences. Hennock aims to ensure children believe in themselves, trust those supporting them and are provided with inspirational learning experiences.



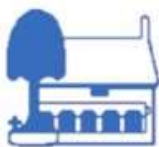
**Ilsington** is a small rural school nestling in the Devon countryside on the edge of Dartmoor with an integrated pre-school working alongside the primary classes, ensuring the highest standard of transition as the children reach primary age. Ilsington has a long history of providing a warm, caring, and creative environment where all children are welcome and where they are encouraged to be independent, active learners. The school's culture is firmly rooted in its Christian values of *Friendship, Kindness, Honesty, Resilience, Respect and Compassion*.



**Landscape** is a thriving small church school, surrounded by rolling fields and farms. Well known for creating a safe and secure learning environment where all the children can grow and flourish. The children are given lots of learning opportunities outside the classroom and exciting experiences in all areas of the curriculum. Landscape has an excellent reputation built on high standards and a caring ethos with staff experienced and committed to meeting the individual needs of every child.



**Morchard Bishop** is a warm and welcoming church school that strives to provide the best start for all of our pupils. Our vision of being 'Deeply rooted. Individually nurtured. Inspired to flourish.' ensures that we focus on developing children that are driven to become the very best version of themselves. We are incredibly lucky to have varied and spacious outdoor facilities which we regularly utilise as part of our curriculum offer. The school plays a vital role within our community and often support village events.



**Moretonhampstead** is a vibrant school with a warm and friendly family atmosphere. They have kind, curious and engaged children and a staff team who are highly dedicated and strive to do the very best for every child. The school enjoys a positive relationship with parents and the local community and are fortunate to have a superb modern school building with excellent facilities and spacious grounds and outdoor spaces, nestled within Dartmoor National Park.



**Otterton** is in a beautiful village in the heart of East Devon. It is a special place where there is a tremendous amount of academic and lifelong learning brought to pupils through a carefully planned curriculum and a dynamic and dedicated teaching staff. It is a very family orientated and child-centered school, with a whole range of skills and experiences for pupils to develop their learning and unique abilities. An important part of the community with much activity taking place in our wonderful environment.



**Stoke Gabriel** is a thriving friendly school in the wonderful South Hams which has been designated an Area of Outstanding Natural Beauty. Achieving high academic standards through the provision of an exciting curriculum that makes the most of its beautiful surroundings, a caring, nurturing environment with a family atmosphere and a team of dedicated staff. A vibrant and exciting place to work in, yet their small size enables them to know every child and the things that motivate them.



**Tedburn St Mary** prides itself on being a warm, close-knit school with high educational expectations and standards, appreciating the varying needs and strengths of all pupils, helping them to achieve their full potential. They are committed to providing every pupil with the best possible educational experience within a safe, nurturing environment. Developing, encouraging and motivating children to ensure all pupils become confident and successful lifelong learners.



**Widecombe** is placed in a unique and beautiful location in the heart of Dartmoor. A sense of community is central to their ethos and they want all children to value and understand, not only their own school community and the surrounding local communities, but also extremely important that they develop a wider sense of what community means globally. At Widecombe, the curriculum gives frequent and varied opportunities for the children to develop their personal voice, meaning they leave Widecombe as confident, competent individuals.



**Yeoford** is an integral part of the village and community and they pride themselves on providing a safe, secure and friendly environment for every child to achieve their true potential. They enjoy a good range of resources, including their own football pitch, netball court and children's kitchen. The children also have their own allotments and achieve great success and enjoyment growing vegetables and then cooking them. Everything done at Yeoford is to provide every child with the best possible learning experience so it will inspire, encourage and motivate them to become successful lifelong learners.

# Work for Us

## The Vacancy

### Higher Level Teaching Assistant - Harbertonford

**4 full days plus 1 additional morning paid at NJC Grade D, £12.80ph**

**Plus 5 days Mealtime Assistant Duty paid at NJC Grade A £11.59ph**

### Permanent Post to commence September/October 2023

Required to join our successful and caring team at Harbertonford, this post is to work across the school and involves covering teachers' timetabled PPA each week and providing general support for the learning of the classes under the direction of the teacher. You will also be required to (as and when necessary), cover classes when teachers are absent due to training and occasionally staff illness.

*There maybe the opportunity for additional hours to assist with the After School Club provision at Harbertonford should the successful applicant want it.*

We are looking for someone with a strong, sensitive and caring approach to children's needs, who is able to be an effective communicator and think creatively. You will need to show a high degree of initiative and be solution focussed.

We offer you the support of clear systems, protocols, expectations and structures to help you to succeed. You will need to show initiative, creativity and demonstrate the aptitude to work as part of a successful and growing team to improve the life chances of our pupils and make every child feel 'special'.

Ideally, you will:

- Have HLTA or equivalent qualifications
- Have excellent literacy and numeracy skills;
- Be able to build positive relationships with children, staff and parents;
- Have high expectations of children's behaviour and be able to maintain consistent boundaries;
- Be willing to work as part of a team;
- Be energetic, positive and enthusiastic;
- Be able to use your own initiative when required;

You should have a good knowledge of phonics plus literacy and numeracy to GCSE A-C or equivalent. You would need to be flexible, as you will also be required to undertake the role of part time Meal Time Assistant.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS disclosure and online Social Media check.**

To download an application form, please see the school website

<https://www.harbertonford.thelink.academy/website/vacancies/393546> Completed applications should be emailed direct to the Trust HR Operations Manager, Sue Howard at [hr@thelink.academy](mailto:hr@thelink.academy)

Closing date: 6<sup>th</sup> September 2023 12noon

Interview date: TBA

## **The Role**

### **POST DETAILS**

TITLE	<b>Higher Level Teaching Assistant (HLTA)</b>
LINE MANAGER	<b>Executive/Academy Head</b>
GRADE	<b>D</b>

### **PURPOSE OF JOB**

To complement teachers' delivery of the national curriculum and to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or may regularly take place outside the main teaching area.

### **MAJOR RESPONSIBILITIES**

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT and class teachers to fulfil the following responsibilities:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs
- Teach whole classes as part of PPA provision according to the PPA timetable. Also to provide short-term cover within any age group in response to teacher absence
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with policy
- Motivate and progress pupils' learning following school and trust policies and guidance from class teachers
- Organise and safely manage the appropriate learning environment and resources
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work
- Use positive behaviour management strategies in line with the trust's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others
- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT
- In accordance with arrangements made by the Executive/Academy Head, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance under Section 133 of the Education Act 2002 and School Teachers' Pay and Conditions Document 2017
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate

### **Other General Teaching Assistant Duties to include:**

#### **Supporting the teacher by:**

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers
- Administering routine tests and undertaking routine marking of pupils work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.



### Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Setting challenging and demanding expectations and promoting self-esteem and independence

### Supporting the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

### Support the academy by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher



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