



Candidate Information Pack

Closing date for applications:

HLTA – Reading and Phonics

Closing date for applications:

Monday 9th September 2024 @ 9am







Acre View
Primary School

Contents

WELCOME FROM OUR HEADTEACHER

ABOUT OUR SCHOOL

THE ROLE

Role Overview & Application
Process

Person Specification

Job Description





Welcome From Our Headteacher

Dear Candidate,

I am delighted that you are interested in joining our organisation in the role of **HLTA reading and Phonics**. I hope that this information pack gives you a flavour of the role and of the school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school in the beautiful village of Lydiate in Sefton. We will cater for primary aged children with a range of complex Special Educational Needs and Disabilities. We will support pupils with social and communication difficulties; Autistic Spectrum Condition; ADHD; PDA; SEMH; related learning and emotional, sensory and motor needs, across a range of cognitive abilities.

You will be a creative thinker who approaches delivering the National Curriculum with innovative and enthusiastic approach which enthuses learners. We are seeking individuals who are capable of inspiring and motivating both peers and pupils as we support young people who have faced challenges in their educational lives.

We offer you the highest training opportunities within a team of fantastically skilled members of staff who put children first and foremost. Our pupil centered approach can be intensive yet rewarding, we are a real team with mutually supportive members who listen to and learn from each other.

This exciting opportunity of starting at 'day one' allows the successful candidate to be a part of a positive and highly effective team,

If you are an effective teacher who is considering applying to for this essential role, please email our HR Department at recruitment@wkrs.co.uk to arrange a discussion with myself with regards to the role and to receive the information pack and application form.

With warm regards,

Liz Wynne

Head Teacher of Acre View Primary School



About Our New School

Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.



Role Overview & Application Process

We are seeking to appoint a talented HLTA Reading and Phonics

Closing date for applicants: 9am Monday 9th September 2024

Interview Dates: Wednesday 18th and Thursday 19th September 2024

Start date: Friday 4th November 2024

Salary range: £25178.93 - £28,300.93 (pt 18-21)

Contract Type: 44.6 weeks (Term Time only) working 35 hours per week on a permanent contract

Role Overview:

The HLTA for Reading and Phonics in a Special School will enhance literacy skills among students by delivering tailored programs and providing individualised support. This role involves collaborating with teachers and staff, planning and delivering engaging lessons, and fostering a supportive learning environment

The ideal candidate will:

- ✓ Play a crucial role in improving reading and phonics at Acre View Primary School.
- ✓ Work closely with teachers, SENCO, and support staff to deliver tailored literacy programs.
- ✓ Plans and delivers engaging, individualized reading and phonics lessons suited to the unique needs of students with ASD.
- ✓ Regularly assesses student progress, providing constructive feedback to support their learning journey.

Application Process

An application form can be complete online via the charity website and further information can be downloaded from: <https://form.jotform.com/230594201621345> or contact schooloffice@acre-view.co.uk. **The School does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as early as possible

EMPLOYEE BENEFITS

Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
 - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
 - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
 - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
 - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
 - ✓ Get access to **physiotherapy** and **mental health counselling support**

Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

- From day 1 of your employment you will be supported with your
 - **Continuous Professional Development**, with a focus on supporting you
 - to build your personal levels of capability; helping you to become the
 - **best version of you that you can be**.

Person Specification

HLTA Reading and Phonics

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <small>These are qualities without which the applicant could not be appointed</small>	Desirable <small>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</small>	Method of Assessment
Qualifications	<p>Achieved or willing to work towards Higher Level Teaching Assistant (HLTA) status</p> <p>GCSEs (A-C) in English and Mathematics .</p>	<p>Relevant training or certification in Special Educational Needs (SEN), particularly Autism Spectrum Disorder (ASD).</p> <p>Relevant certifications in literacy, phonics, or ASD-specific interventions.</p> <p>Minimum Level 3 qualification or equivalent in education or a related field.</p>	<p>Application Form.</p> <p>Interview</p> <p>Professional References</p>
Experience	<p>Significant experience working in a primary school setting, preferably in a special needs environment.</p> <p>Proven experience in supporting reading and phonics.</p> <p>Proven experience in planning and delivering lessons as needed.</p> <p>Experience working with children diagnosed with Autism Spectrum Disorder</p>	<p>Extensive experience working with children with a range of special educational needs, beyond ASD.</p> <p>Experience in developing and creating literacy resources specifically for children with ASD.</p>	<p>Application Form.</p> <p>Interview</p> <p>Professional References</p>

Person Specification (Cont.)

HLTA Reading and Phonics

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <small>These are qualities without which the applicant could not be appointed</small>	Desirable <small>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</small>	Method of Assessment
Skills	<p>Excellent verbal and written communication skills, with the ability to adapt communication methods to suit individual needs</p> <p>Ability to employ a variety of teaching strategies to engage and support learners with ASD.</p> <p>Competence in assessing pupils' progress and providing constructive feedback, specifically tailored to children with special needs.</p> <p>Skilled in implementing effective behaviour management strategies suitable for children with ASD.</p> <p>.</p>	<p>Proficient in using educational technology, including assistive technology, to support learning.</p> <p>Ability to create engaging and innovative literacy activities tailored to children with ASD.</p> <p>Commitment to ongoing professional development in literacy education and special needs.</p>	<p>Application Form.</p> <p>Interview</p> <p>Professional References</p>
Knowledge	<p>Thorough understanding of the national curriculum, with a focus on literacy and adaptations for special needs students</p> <p>In-depth knowledge of phonics schemes (e.g., Read Write Inc.) and how to adapt them for children with ASD.</p> <p>Understanding of child development and the learning process, especially in children with special needs.</p>	<p>Familiarity with current research and best practices in teaching reading and phonics to children with special needs.</p>	<p>Application Form.</p> <p>Interview</p> <p>Professional References</p>

Person Specification (Cont.)

Reading and Phonics

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential <small>These are qualities without which the applicant could not be appointed</small>	Desirable <small>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</small>	Method of Assessment
Personal Attributes	<p>Genuine enthusiasm for promoting reading and phonics among children with special needs.</p> <p>Ability to support and motivate students with varying abilities and needs, demonstrating patience and empathy.</p> <p>Ability to work collaboratively with teachers, SENCOs (Special Educational Needs Coordinators), therapists, staff, and parents.</p> <p>Willingness to adapt to the changing needs of the school and its students.</p>	<p>Ability to take initiative and lead literacy-focused activities and programs within the special needs setting.</p> <p>Interest in engaging with the wider school community, including parents and external agencies, to promote literacy for children with ASD</p>	<p>Application Form.</p> <p>Interview</p> <p>Professional References</p>

Job Description

HLTA Reading and Phonics

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:	To enhance literacy skills among students at Acre View Primary School. Deliver tailored reading programs, plans engaging lessons, and implement individualised interventions. Responsibilities include assessing progress, providing feedback, and fostering a supportive learning environment.
Line Management Responsibility To:	Deputy Head Teacher
Main Duties & Responsibilities:	<p>General</p> <ul style="list-style-type: none"> Plan, prepare, and deliver engaging reading and phonics lessons to students with ASD, following individual education plans (IEPs). Use a variety of teaching strategies and resources to meet the diverse needs of students with ASD. Assist in the development and implementation of individualized literacy interventions. Support classroom teachers in the delivery of literacy programs and provide coverage for lessons as required. Assess students' progress in reading and phonics, and provide feedback to teachers, SENCO, and parents. Utilize assistive technology and other educational tools to enhance learning experiences for students with ASD. Cover lessons in the absence of the regular classroom teachers, ensuring the continuation of learning objectives. Modify lesson plans as necessary to meet the diverse needs of students with SEND, ensuring accessibility and engagement for all learners. <p>Classroom Support</p> <ul style="list-style-type: none"> Foster a positive and inclusive classroom environment that supports the emotional and social development of students with ASD. Implement effective behavior management strategies in line with school policies and individual student needs. Provide one-on-one and small group support to students to reinforce learning objectives. Assist in the preparation of classroom materials and resources.

Job Description (Cont.)

HLTA Reading and Phonics

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main Duties & Responsibilities (Cont.):

Collaboration and Communication

- Work collaboratively with teachers, SENCO, therapists, and other support staff to ensure a cohesive approach to each student's education.
- Maintain open and effective communication with parents and caregivers regarding student progress and any concerns.
- Participate in regular meetings and professional development opportunities to stay informed about best practices in teaching reading and phonics to children with special needs.

Administrative Duties

- Maintain accurate and up-to-date records of student progress and interventions.
- Prepare reports and documentation as required by the SENCO or school leadership





Acre View Primary School
286 Southport Road, Lydiate, L31 4EQ
<Contact Details Here>

The information in this brochure is correct at the time of publication. Subject to change. E&OE