



# Candidate Information Pack

**HLTA - Maths and English Support**

**Closing Date for Applications: Monday 29th June at 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 Head Teacher



## Dear Candidate,

I am delighted that you are interested in joining our organisation. This information pack provides a flavour of the role and our school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school located in the beautiful village of Lydiate in Sefton.



We cater to primary-aged children with a range of complex Special Educational Needs and Disabilities. Our support extends to pupils with social and communication difficulties, Autistic Spectrum Condition, ADHD, PDA, SEMH, and related learning, emotional, sensory, and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with the knowledge, skills, and experiences necessary to achieve their goals and reach their full potential. We understand that each child and young person is unique and has individual needs. Therefore, we tailor our teaching, learning, and therapeutic interventions to make activities accessible, allowing pupils to flourish and thrive.

We offer the highest training opportunities within a team of exceptionally skilled staff members who prioritise children above all else. Our pupil-centred approach can be intensive yet rewarding. We are a cohesive team with mutually supportive members who listen to and learn from each other.

If you wish to discuss this role further please contact the school on 0151 317 3370 or [SchoolOffice@acre-view.co.uk](mailto:SchoolOffice@acre-view.co.uk).

With warm regards,

**Liz Wynne**

Head Teacher of Acre View Primary School

# About Our School



**Acre View**  
Primary School

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

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

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

We 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 are soundly reflected within the caring, organised and effective ethos which is led from the top.

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



# 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**
- ✓ 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**

## School Facilities

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf ... and more!

## 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**.

## 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 Aviva. After 6 months of employment, and through Aviva if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

## Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**.

## 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.

# Role Overview & Application Process



**We are seeking to appoint a talented Maths and English Support HLTA**

**Closing date for applicants:** Monday 29th June at 9am

**Interview Date:** TBC

**Salary:** £27,630 - £31,064 (pt 18-21)

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

## **Role Overview:**

In this role you will work closely with teachers to support the learning and attainment of pupils. You will be implementing strategies to enhance pupil achievement, manage behaviour effectively, contribute to individual education plans, and maintain a stimulating learning environment.

Additionally, you will continuously update your knowledge of SEND, provide teaching cover when needed, and ensure effective communication to adapt to pupils' needs, fostering an inclusive and supportive educational experience.

## **Application Process:**

An application form can be complete online via <https://form.jotform.com/230594201621345> and further information can be downloaded from the charity website or by contacting [schooloffice@acre-view.co.uk](mailto: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**

# Person Specification



## Person Specification – HLTA Maths and English Support

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.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	<p>These are qualities without which the applicant could not be appointed</p>	<p>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</p>	
<ul style="list-style-type: none"> <li><b>Qualifications &amp; Experience</b></li> </ul>	<ul style="list-style-type: none"> <li>HLTA qualification or equivalent.</li> <li>Relevant qualifications at Level 3 or above.</li> <li>GCSEs (Grade C or above) in English and Maths or equivalent.</li> <li>Minimum of two years of experience working with children, preferably in an educational setting.</li> <li>Experience supporting children with SEND.</li> <li>Experience using positive behaviour management strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Additional SEND certifications</li> <li>First Aid Certification</li> <li>Qualifications or certifications in special education or specific intervention strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Production of the Applicant's Certificates</li> <li>Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>
<ul style="list-style-type: none"> <li><b>Knowledge &amp; Skills</b></li> </ul>	<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, parents/carers and colleagues</li> <li>Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities including own</li> </ul>	<ul style="list-style-type: none"> <li>Basic understanding of child development and learning principles</li> <li>Working knowledge of behaviour management strategies</li> <li>Working knowledge of national curriculum and other basic learning programmes/strategies/interventions</li> <li>Working knowledge of relevant policies and procedures and legislation</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the Application Form</li> <li>Interview</li> <li>Professional References</li> </ul>

# Person Specification



## Person Specification – HLTA Maths and English Support

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.

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Knowledge &amp; Skills (cont.)</b>	<ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy skills</li> <li>• Ability to use basic ICT packages and equipment effectively</li> <li>• Ability to absorb and understand a wide range of information</li> </ul>	<ul style="list-style-type: none"> <li>• Able to create a timetable</li> <li>• Able to engage pupils</li> </ul>	
<b>Personal Competencies &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Empathy and patience when working with children with SEND.</li> <li>• Ability to build positive relationships with pupils, staff, and parents.</li> <li>• Strong organisational skills and the ability to manage multiple tasks.</li> <li>• Commitment to continuous professional development.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the Application Form</li> <li>• Interview</li> <li>• Professional References</li> </ul>



# Job Description

## Job Description – Higher Level Teaching Assistant (HLTA) Maths & English

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.

<p><b>Summary of The Role:</b></p>	<p>A Higher Level Teaching Assistant (HLTA) in Maths and English will collaborate with teachers to enhance the learning and development of pupils. You will implement tailored strategies, manage behaviour, contribute to individual education plans, and ensure an inclusive, supportive learning environment.</p>
<p><b>Line Management Responsibility to:</b></p>	<p>Deputy Headteacher</p>
<p><b>Job Purpose:</b></p>	<p><b>The HLTA is responsible for;</b></p> <ul style="list-style-type: none"> <li>• Providing assistance in the teaching and learning of students in order to enable access to learning and maximise achievement.</li> <li>• Providing support in classroom management and in the supervision of students, while maintaining a purposeful, orderly and supportive environment.</li> <li>• Plan and teach lessons in the area of responsibility, develop support programmes and care for students.</li> <li>• Contributing to the overall ethos, work and aims of the school.</li> <li>• Supporting teachers, teaching assistants and pupils in all areas of the curriculum, but especially in the development of reading.</li> <li>• Provide an environment of learning, including planning and delivering work for pupils if required during teacher absence.</li> <li>• When necessary, liaise with parents/carers, specialist and outside agencies involved in with the pupil.</li> </ul>
<p><b>Main Duties &amp; Responsibilities:</b></p>	<p><b>Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher and Line Manager:</b></p> <ul style="list-style-type: none"> <li>• To oversee the development of Maths &amp; English in the School, assisting in tailoring to individual pupil's needs.</li> <li>• The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.</li> <li>• To uphold the school's policy in respect of safeguarding/child protection matters.</li> <li>• S/he shall be subject to all relevant statutory and institutional requirements.</li> <li>• The post holder may be required to perform any other reasonable tasks after consultation.</li> </ul> <p><b>Pupil Support:</b></p> <ul style="list-style-type: none"> <li>• To familiarise as much as possible with individual pupil needs, including all relevant up to date information of their special educational needs.</li> <li>• Give support to each and every member of the class, recognising the need for discreet support for individuals or small groups.</li> <li>• Make available all resources and teaching materials appertaining to the timetable and the aims and objectives of the lesson.</li> <li>• To actively encourage motivation for the pupils to be actively independent, wherever possible with all areas of learning, with yourself as a low-key support role.</li> </ul>



# Job Description

## Main Duties & Responsibilities (Cont.):

- To support pupils in a low-key role when out of school regarding leisure time, with emphasis on sensible, safe and responsible behaviour.
- To promote School Code of Conduct regarding respect, patience and tact in the way pupils new themselves and each other.
- To promote and encourage equal opportunities and non-discriminatory practice of all kinds.

### Teacher Support:

- To ensure that the class is at the designated classroom at the correct time.
- To promote the well running of the class.
- To record any relevant information/feedback gained, concerning pupils or subjects appertaining to the smooth education and pastoral care of pupils.
- To assist in demonstrations and practical's whenever necessary.
- To be aware of individual educational plans and promote the achievement of such.
- Plan, carry out and evaluate programmes of study for individuals and small groups to compliment/differentiate the pupils learning. To give feedback to teachers and discuss next steps.
- Develop and implement IEP targets.
- When appropriate, organise trips that would augment the curriculum.

### Operational:

- To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- To understand and implement the school's Behaviour Policy and Code of Conduct including the issuing of rewards and sanctions within the school's policies and procedures.
- To ensure that students are aware of the school's Behaviour Policy and Code of Conduct, and support students to comply with them and to understand the consequences of their behaviour.
- To report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- To supervise and provide support to individuals and groups of students ensuring their safety and access to learning activities, and encouraging them to become independent learners within their own ability.
- To contribute to the learning, personal, physical and social needs of students, while encouraging independence.
- To be aware of and response appropriately to individual student's needs.
- To attend to and implement the personal and physical neds of students including health and hygiene matters.
- To encourage the acceptance and integration of all students ensuring equal access to opportunities to learn and develop and compliance with school policies.
- To liaise with line manager, relevant teaching staff and other professionals in making support effective and efficient.
- To work to establish a supportive relationship with parents/carers in order to facilitate good and constructive links between home and school.
- To support teaching staff in respect of planning, preparation, assessment and administration.
- To assist with the preparation, maintenance and use of teaching materials and equipment and tidy away materials/equipment as required.
- To produce additional curriculum materials as required to support teaching programmes.
- To contribute to the planning and review of lessons, activities and/or support programmes.



# Job Description

## **Main Duties & Responsibilities (Cont.):**

- To undertake pre-determined learning activities and teaching programmes for individuals and groups of students under the guidance of class teacher including those linked to national and local learning strategies.
- To assist students to learn as effectively and independently as possible, both in group situations and on their own such as clarifying and explaining instructions, hearing students read.
- To adopt appropriate strategies and approaches to support and assist students achieve their learning goals.
- To adjust learning activities and programmes to assist students achieve their goals.
- To ensure students are able to use the equipment and materials and assisting where students are uncertain such as with meanings of words, spelling, presentation.
- To use ICT effectively to support learning activities and develop students' competence and independence in its use.
- To supervise and to assist students to concentrate on and finish the work set.
- To motivate and encourage students and help them to develop their self-esteem and interaction with others.
- To maintain awareness and records of student progress, achievement and problems, and provide verbal and written feedback as required.
- To contribute to individual education plans (IEPs) and individual behaviour plans for students.
- To participate in reviews for students as required.
- To provide assistance in the supervision of students during break times / lunchtimes as required.
- To put up and maintain appropriate displays within the school.

### **School Support:**

- To attend all arranged inset courses and whenever possible relevant exterior courses and weekly staff meetings.
- To actively carry out and promote the AVPS School Code of Conduct.
- To be aware of and ensure up to date knowledge of Health and Safety issues and school procedures.
- To follow school procedures on matters of confidentiality, ensuring loyalty to the school and pupils.

### **Duties Beyond the Classroom:**

- Plan time during TA meetings for the sharing of information by any staff that have been on relevant courses.
- To support individual students who require additional support in key areas.

### **Administrative:**

- To undertake a range of clerical and administration tasks as required e.g., photocopying, word-processing, filing, faxing, collation of student reports, administering coursework, collecting and recording payments.
- To ensure that all administrative duties, checks and documentation are completed to the required level of accuracy and within deadlines including returns and reports.
- To input and extract information from the school's database system/s.
- To collate information, statistics and prepare reports as required by line manager, Principal and the Governing Body.
- To maintain both manual and computerised record and filing systems in line with requirements.



# Job Description

## Main Duties & Responsibilities (Cont.):

### General:

- To attend parents' evenings, open days and meetings with parents/carers and other professionals as required.
- To assist in escorting students on educational visits and to participate in extra-curricular activities as required.
- To attend relevant meetings and training sessions.
- To undertake first aid training and responsibilities as required.
- To keep abreast of developments and changes in post holder's field and communicate to colleagues.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To assist in such duties and activities relating to any of the above areas appropriate to grade as the Headteacher shall from time to time reasonably require.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).



WINSOR COOL GREY 1



**Acre View Primary School**  
286 Southport Road, Lydiate, L31 4EQ  
[schooloffice@acre-view.co.uk](mailto:schooloffice@acre-view.co.uk)

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

