

**Morecambe Bay Academy**

**Job Application**

**HLTA—Literacy 22.5 hours**



**Morecambe Bay Academy**

## **Welcome from the Headteacher**



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of HLTA Literacy.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We look forward to welcoming a candidate who is firmly committed to our ethos of creating a sense of belonging, an optimistic outlook that encourages and enables students to believe in their potential and a firm commitment to securing the very highest levels of achievement.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive.



**Belong | Believe | Achieve**

**The Bay Learning Trust**

**Our Trust**



If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.

Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambebayacademy.co.uk](mailto:gmilce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

A handwritten signature in black ink that reads "JK Pardoe".

Jen Pardoe  
Headteacher

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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## Morecambe Bay Academy

### Our Vision and Values



#### Vision and values

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

#### Belong

We are kind and compassionate

We are respectful

We are honest and trustworthy

#### Believe

We seek out new challenges

We are resilient and determined

We have high aspirations

#### Achieve

We work hard

We pursue excellence

We persevere

**Belong | Believe | Achieve**

## Morecambe Bay Academy



### Job Description

<b>JOB DESCRIPTION:</b>	HLTA Literacy
<b>RESPONSIBLE TO:</b>	SENCO
<b>GRADE:</b>	Grade 7 NPS 19-25
<b>ANNUAL SALARY:</b>	£32,061 -£36,363(Actual Salary £16,486—£18,698) This post is 22.5 hours per week, Term time only 3 days—Wednesday, Thursday & Friday
<b>Closing Date:</b>	9am Tuesday 16 June 2026
<b>Start Date:</b>	01 September 2026

#### Job Purpose:

Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for the individuals/ groups or short term for whole classes.

To complement teachers' delivery of the national curriculum. These students could be part of the student support list held by the SENCO or could be ordinary students who struggle with literacy.

To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

To help close the gap for students not yet achieving expected progress in literacy.

To work with the Literacy Co-ordinator to ensure that the whole school reading programme is devised and implemented thoroughly so that all pupils are able to practice their reading to improve their accuracy.

To identify pupils who have concerns with their atomicity of reading and devise and implement phonics intervention with these pupils to enable them to progress to the stage where they are able to re-engage with the whole school reading programme.

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## Morecambe Bay Academy

# Job Description



### Support for Students

- To assess the needs of students and to differentiate curriculum content to support students' learning
- Teach literacy programmes to withdrawal groups of students
- Design literacy learning for small groups
- Develop and prepare literacy resources for small group learning activities
- Plan for, teach and assess small groups of students in literacy
- Provide detailed verbal and written feedback to teachers, students and parents
- Monitor and evaluate student responses to learning activities through observations and recording of achievement against predetermined learning objectives
- Liaise with TLR holders to identify students who would benefit from additional interventions and ensure interventions are put in place
- Assess student progress against bench line data
- Produce regular reports on student progress
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Promote and support the inclusion of all students, including those with specific needs
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work co-operatively with others
- Promote and reinforce students' self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times
- To advise on the appropriate use of specialist literacy teaching aids equipment, materials and other resources
- To provide students with one to one support
- Monitor students' participation and progress and provide constructive feedback to students in relation to their progress and achievement

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## Morecambe Bay Academy

### Job Description



- To develop and implement pupil's Individual Educational Plans
- To support pupils as part of a planned inclusion programme
- To develop positive relationships with pupils and staff to assist pupil progress and attainment
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour
- To undertake classroom administrative tasks
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement
- To produce lesson plans and worksheet plans
- To administer student work experience where necessary
- To undertake marking of students work and record achievement
- To administer/mark tests and invigilate examinations

#### Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on student progress/achievement
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas
- To support the provision of out of school learning activities within guidelines established by the school
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

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### Job Description



- To work within school policies and procedures
- To attend staff training as appropriate
- To take care of their own and other people's health and safety
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants
- To assist in the identification and delivery of development needs
- To ensure effective communication arrangements
- To co-ordinate the utilisation of volunteer helpers
- To be aware of the confidential nature of issues related to home/student/teacher/school work

#### **Support for the Curriculum**

To deliver learning activities specifically, literacy programmes, to students within an agreed system of supervision, adjusting activities in accordance with student needs

To select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

To support the use of ICT in learning activities

Note: In addition, other duties may be interchanged with/added to this list at any time.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

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## Morecambe Bay Academy

### Person Specification



Key Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Recognised and relevant NVQ Level 3 qualification or equivalent</p> <p>Level 3 or equivalent qualification in English/Literacy and Mathematics/ Numeracy</p>	NVQ level 4 qualification or equivalent
<b>Experience</b>	<p>Experience of working with or caring for children of relevant age</p> <p>Experience of working in a relevant classroom/service environment</p> <p>Staff management experience</p>	<p>Experience of administrative work</p> <p>Experience of supporting pupils with challenging behaviour</p> <p>Experience of phonics reading programmes</p>
<b>Knowledge, Skills and Abilities</b>	<p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard</p> <p>Ability to relate well to children</p> <p>Ability to work as part of a team</p> <p>Good communication skills</p> <p>Ability to supervise and assist pupils</p> <p>Ability to relate well to parents/ carers</p> <p>Knowledge of the concept of confidentiality</p> <p>Excellent numeracy and literacy skills</p>	<p>Time management skills</p> <p>Organisational skills</p> <p>Knowledge of classroom roles and responsibilities</p> <p>Knowledge of National Curriculum Strategy – Literacy</p> <p>First Aid Certificate</p> <p>Administrative skills</p> <p>Ability to make effective use of ICT</p>

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Morecambe Bay Academy

## Person Specification



Key Criteria	Essential	Desirable
<b>Knowledge, Skills and Abilities</b>	<p>Ability to assess children's development</p> <p>Ability to plan and deliver work programmes</p> <p>Ability to organise, lead and motivate a team</p> <p>Flexible attitude to work</p>	
<b>Other (including special requirements)</b>	<p>Commitment to undertake in-service development</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p>	

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