

## Key Information Sheet for Senior HLTA with responsibility for Food Technology

***This sheet sets out the key information for candidates applying for the above post. Please read this information carefully and retain this sheet for reference during the application process.***

We are seeking a Senior HLTA with responsibility for the planning and delivery of Food Technology lessons across the school. The role will require assessing progress in the pupils' food technology skills and communicating this effectively with class teachers

Skills and qualities required: -

- A penchant for cooking and a secure range of food preparation skills.
- A willingness to complete the Level 2 Food Hygiene training (if applicable).
- Ability to motivate and organise self independently.
- Able to plan medium term and short-term lessons independently to build up a progressive programme of food technology skills.
- Confidence to deliver food technology lessons to all Primary classrooms.
- A good understand of the development of food technology skills and how these can be assessed.
- Able to communicate effectively with class teachers regarding pupil progress.
- Able to interact effectively with all aged students, adapting language and approaches to meet the need of the pupils.
- Able to fulfil the Learning Support Assistant role within classes as required.

### Application process

Applicants must complete the SEAX Trust Application Form and submit it to the return address no later than Midday on the closing date of 22<sup>nd</sup> September 2023. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

### Selection process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to a face to face interview with the selection panel. There may also be a skills test/teaching observation or practical assessment.

Further details regarding selection panel members and any planned assessments will be made available to shortlisted candidates in due course.

### Shortlisted candidates

Applicants who have been shortlisted for the post will be notified as soon as reasonably practical upon completion of the shortlisting process. The school will only contact shortlisted applicants and therefore if you have not received any communication from the school by this date your application has not been successful on this occasion.



## References

References are required at interview, as they form an important part of the selection process. Referees will therefore be contacted **prior to the interview date** in relation to all shortlisted candidates. Please ensure that you have given consent to your referees so that provision can be made without delay.

## On-Line Checks

In line with statutory requirements, SEAX Trust carries out online searches (including social media) as part of its due diligence on all shortlisted candidates. This helps to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the applicant at interview.

## Probation

All teaching and support staff new to employment with the SEAX Trust will be required to satisfactorily complete a six month probationary period.

## Interview date

Interviews will be held at Thriftwood School, Slades Lane, Galleywood, Chelmsford, Essex, CM2 8RW location] on a date to be confirmed. Please note the school does not reimburse candidates for interview expenses.

## Further information and school visits

Applicants who require further information or would like to visit the school should contact Tracey Imhof on 01245 266880

## Key Information regarding Terms and Conditions

**Hours per week: 32hrs 5mins**

**Initial working pattern: 08.40-3.10 with 25mins lunch**

**Working weeks per year: 40 weeks per annum to include Inset Days**

## Part time posts

Pro-rated holiday entitlement for this post is: 5.8 paid holiday entitlement] weeks per annum.

The successful candidate will work during each week of term time including non-pupil days

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

## Pay

This post is paid on Pay Scale 6. The full time pay range for this Scale is £24,948 to £26,845 per year and so the actual salary range for this part-time post will be £19,000 to £19,249.00 amount per year. These figures include the holiday pay entitlement for someone with less than five years' continuous service, as specified by the Essex County Council Modification Order.

Employees are paid in twelve equal monthly payments per year.

