

Higher Level Teaching Assistant Stoborough CE Primary School

Salary: Dorset Grade 9, SCP 19 - 25 (£16.10 – 18.26 per hour)

Actual Salary: £17,967 - £20,377 per annum pro rata

Hours: 24.33 hours, 4 days per week, 39 weeks per year (working inset days)

Permanent

'Let all that you do be done in love' Corinthians 16:14.

Stoborough CE Primary School is a friendly, ambitious and vibrant school. We are very lucky to be situated in the heart of the beautiful Purbecks; being surrounded by natural beauty inspires our children to take care of their local and global environment and we are proud to be an eco-school.

The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are seeking to appoint a Higher-Level Teaching Assistant with a passion for developing and inspiring a life-long love of learning in children and to continue their careers with our dedicated, friendly and highly motivated team.

Applicants are encouraged to contact the school office, for more information regarding the role or to arrange a visit. Please call 01929 552974.

Internal Applicants: Please submit the following to stoborough.recruitment@coastalpartnership.co.uk :

- A written expression of interest (one side of A4) demonstrating your suitability for the role addressed to Mrs Jemma Murray.
- Details of two referees including email addresses; these can be either internal or external to CLP but must be from a member of SLT

External Applicants: Please send a completed application form to:
stoborough.recruitment@coastalpartnership.co.uk

Closing Date: Monday 2nd June, 2025

Interviews: Week commencing 9th June 2025

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. **Please note, we do not accept CVs from external candidates.***

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. CLP will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues

serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



Job Description Higher Level Teaching Assistant

Start Date:	June 2025
Responsible to:	Headteacher
Location:	Stoborough CE Primary School
Hours:	24.33 hours, 4 days per week (8:30 – 3:30pm 4 days per week with a 55 min unpaid lunchbreak)
Grade:	Dorset Grade 9, SCP 19 - 25 (£16.10 – 18.26 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To complement the professional work of qualified teachers by taking responsibility for agreed learning activities / curriculum area under an agreed system of supervision directed by a qualified teacher where the assigned teacher is not present; this will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils whilst assessing, recording and reporting on their progress and attainment. This could include distance learning.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relations with all pupils giving appropriate comfort and care as directed.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches and Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

Higher Level Teaching Assistants (HLTAs) are members of a multi-disciplinary team working under the supervision and general direction of a qualified teacher.

They are able to:

- Contribute to a wide range of teaching and learning activities.
- Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.

Support the pupil by:

- Liaising sensitively and effectively with parents and carers with regard to their role in pupil learning.
- Having sufficient understanding of their specialist area/phase to support pupils' learning.

- Attending to their personal needs and provide advice to assist in their social, health and hygiene development.
- Being familiar with age-related expectations of pupils, the main teaching methods and the assessment framework in the relevant subjects/specialisms/age groups.
- Understanding how to use common ICT tools to advance pupils' learning and independence in usage.
- Promoting and reinforcing pupils' self-esteem.
- Being inclusive and accepting all pupils within the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.

Support the teacher by:

- Contributing to teachers' planning and preparation of lessons and providing feedback to pupils and colleagues concerning pupils' learning and behaviour.
- Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Evaluating pupils' progress through a range of assessment activities, and monitoring pupils' participation, progress and responses to learning.
- With the teacher, maintaining and analysing records of pupils' progress.

Support the curriculum by:

- Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
- Understanding the key factors which affect the way pupils learn.
- Being familiar with the guidance about meeting special educational needs given in the Code of Practice.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The Deputy Headteacher/SENCO will arrange meetings, as needed, or as requested by the HLTAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification

Higher Level Teaching Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">• Child care qualification (CACHE level 2, NVQ level 2)• Educated to GCSE level in Maths & English	<ul style="list-style-type: none">• HLTA qualification (or working towards one)• Up to date Safeguarding training
Experience	<ul style="list-style-type: none">• Experience of working with children in primary schools	<ul style="list-style-type: none">• Experience of working in a team
Knowledge	<ul style="list-style-type: none">• Knowledge of Safeguarding issues and procedures• Good numeracy and literacy skills• Good IT skills	<ul style="list-style-type: none">• Working knowledge of national curriculum and other relevant learning programmes
Skills & Abilities	<ul style="list-style-type: none">• Ability to work with and control children showing care and understanding• Ability to work with individuals and small groups of children• Ability to be confidential• Ability to control and motivate & inspire class of children• Ability to support children through the school's behaviour policy• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)	<ul style="list-style-type: none">• Practical Skills
Qualities & Attitudes	<ul style="list-style-type: none">• Willing to undertake training as required	
Other	<ul style="list-style-type: none">• Committed to Equal Opportunities	<ul style="list-style-type: none">• First Aid Certificate

Whilst originally based at Stoborough CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.