On behalf of the Governors of Carleton St Hilda’s CE Primary School, I would like to thank you for your interest in the position of Teaching Assistant (25 hours) and Welfare Assistant (5 hours). Part time would be considered (please state this on your application form).

St Hilda’s is a happy and busy Church of England Primary School catering for approximately 212 delightful children between the ages of four and eleven years. We are a popular school with beautiful grounds which we use regularly. We are a one form entry primary school with an admission number of 30 pupils each year.

Our aim is to appoint a Teaching Assistant who is excited to join us and who recognises and embraces our successful history but is also able to develop and introduce their own ideas and personality into our school. There is much to be proud of within St Hilda’s but also an appetite to continue to grow and improve. We have a staff team who endeavour to promote in our children a true love of learning.

**We are looking for someone who:**

* is fully supportive of and committed to our strong Christian ethos
* has proven skills in inspiring children
* demonstrates a highly inclusive approach - values each child as unique and builds upon each child’s starting points
* has excellent interpersonal and communication skills and who can work as part of a team; developing positive relationships with all members of our school community
* is a hardworking, loyal member of our team who will contribute to making our school even better and is willing to participate in the wider life of the school

**As a school we can offer you:**

* a distinctive Christian ethos where everyone is valued and supported
* polite, hardworking, enthusiastic and fun loving children who are eager to learn
* a staff team dedicated to ensuring that all pupils enjoy learning and achieve their full potential
* strong partnerships with parents, the church family and local community
* supportive Governing Body
* opportunities to develop your skills and talents through a commitment to high quality CPD

We offer a school where the Christian ethos is securely in place to ensure a very positive working environment and we would ask anyone who joins our school to embrace this – we are a caring school where every child and every family truly do matter to us. Our recent SIAMs inspection (March 2024) ‘***adults ensure that all pupils know that they matter. Personalised support and rigorous nurture create strong foundations from which pupil grow and flourish’.***

St Hilda’s offers our children a curriculum which is broad, interesting and challenging. We welcome innovation but also place great value in the traditional elements of school life – good manners, perseverance and hardworking attitudes. Important qualities in creating a calm and orderly environment. We love learning; the learning we see our children engage in each day and also our own learning and development.

This position will involve supporting a class of mixed ability children initially in Key Stage 1. The Teaching Assistant contract is for 25 hours, mornings (9-12) afternoons (1.30-3.30). There is an additional 5 hour contract (12-1) for the successful applicant to be part of our welfare team. If you would like to be considered for a part time contract, please state this on your application form.

We are flexible on the start date and this can be discussed at the interview.

Carleton St Hilda’s CE 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. Therefore, the appointment and interview process will thoroughly explore issues relating to safeguarding and promoting the welfare of children.

Thank you for your interest in our School and I look forward to receiving your application and wish you every success. **Please note the closing date for applications is Monday 31st March 2025.**

Yours sincerely,

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Jane Curl

Headteacher