



Westwood Primary School

 westwoodprimaryschool.co.uk

📍 Westwood Road, Clayton-le-Woods, PR5 8LS ☎ 01772 628 051

Head Teacher: Mrs Julie Martin ✉ head@westwood.lancs.sch.uk

School Business Manager: Mrs Sophie Bradey ✉ bursar@westwood.lancs.sch.uk

School Business Support: Mrs Joanne Brereton ✉ admin@westwood.lancs.sch.uk

Higher Level Teaching Assistant (HLTA) – Fixed term until 31/08/2026 (with possibility of extension)

Westwood Primary School is excited to offer an opportunity for a passionate and committed Higher Level Teaching Assistant to join our team.

About the School

At Westwood Primary, we are proud of our calm, purposeful atmosphere that supports students and staff alike in reaching their full potential. Our core values—courage, creativity, curiosity, respect, resilience, and resourcefulness—guide every aspect of our work, from curriculum development to student and staff interactions.

About the Role

As HLTA, you will provide PPA (Planning, Preparation and Assessment) cover and management time cover across the full primary age range—from Early Years Foundation Stage (EYFS) through to Year 6. You will play a vital role in supporting teaching and learning, contributing to raising standards across the school.

We Are Looking for Someone Who:

- Has a proven ability to inspire and motivate children across all subjects
- Builds inclusive, respectful, and nurturing relationships with pupils
- Works in strong partnership with families, colleagues, and external professionals
- Maintains a high level of professionalism at all times
- Is a dedicated team player

Qualifications

Essential:

- NVQ Level 3 (or equivalent) in a relevant subject
- GCSE (or equivalent) in English and Maths
- HLTA qualification (or equivalent)

Desirable:

- NVQ Level 4 (or equivalent)

Experience

Essential:

- Experience working within the primary school age range
- A strong track record in delivering high-quality lessons and interventions
- A child-centred approach, always prioritising the needs of pupils
- Experience working with children from a diverse range of backgrounds, including those with SEND or behavioural needs

Come and Meet Us

We warmly welcome visits to our school. To arrange a visit or have an informal chat, please contact the school office:
01772 628 051

How to Apply

Please note: CVs will not be accepted.

To apply, please complete the attached application form and return it by the specified deadline.

Safer Recruitment Notice

In line with *Keeping Children Safe in Education 2024*, an online search will be conducted as part of our pre-appointment checks on all shortlisted candidates.

Equal Opportunities

Westwood Primary School is proud to be an Equal Opportunities Employer. We welcome applications from all sections of the community.

Rehabilitation of Offenders & DBS

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended in 2013)**. If you are appointed, you will be required to apply for a **Disclosure from the Disclosure and Barring Service (DBS)**.

For more information about how we handle DBS information, please visit www.gov.uk/dbs or request a copy of our policy