



May 2025

Dear Applicant,

On behalf of the Governors of Lytham Hall Park Primary School, I would like to thank you for your interest in the position of teaching assistant.

Lytham Hall Park is an over-subscribed community primary school catering for over 400 children between the ages of three and eleven years. We are a school housed in a modern building, with beautiful grounds, which we use regularly. We have a forest school onsite which is led by a member of our team. We are a two-form entry primary school with an admission number of 60 pupils each year and a nursery.

We are looking to appoint a highly motivated teaching assistant (Level 2b) to join our Hall Park family, to start on 1st September 2025. Teaching assistants play a vital role in supporting the educational, personal and social development and well-being of children at our school. The successful candidate will work under direction, to support a variety of activities in the classroom and with individual children and groups. You should have a genuine commitment to providing the best possible provision for all children as individuals. The ideal candidate will be patient, kind and compassionate who has experience of supporting all children including those with pastoral and SEND needs.

The teaching assistant post could be based in Key Stage 1 or Key Stage 2 and therefore applicants should have this flexibility and demonstrate prior experience.

We are looking for a teaching assistant who is:

- ☐ Compassionate, patient, and committed to supporting all children including those with pastoral and SEND needs
- ☐ Confident to work with their experience and initiative, with a positive and proactive approach
- ☐ Flexible, adaptable, and ready to take on new challenges with enthusiasm.
- ☐ Will work as part of a strong and passionate team to make a difference to the children in our school

This post is advertised as 30 hours a week, Monday to Friday.

Mornings: 8.45am until 12.00pm (with a 15 minute break)

Lunch time supervision as part of our Play Team: 12.00pm to 1.10pm

30 minutes lunch break

Afternoons: 1.40pm-3.20pm

This position term time only, please note the salary quoted is full time equivalent. If successful the salary received will be paid on a pro-rata basis.

Please note CVs are not accepted, to apply for this vacancy you need to complete the application form attached.

Dates for school viewings are available:

Monday 2nd June at 2.30pm

Tuesday 3rd June at 10.30am

Closing date for applications:

Monday 23rd June at 12noon

Proposed Interview Date:

Tuesday 1st July

If you would like to visit our school prior to making an application or for an informal discussion please contact the office 01253 738864 or enquiries@hallpark.lancs.sch.uk

Lytham Hall Park 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.

Yours sincerely,

Kerry Ainsworth
Headteacher