



**HLTA / Teaching
Assistant**

APPLICATION PACK



"Passion for LearningPassion for life"

Governors and school leaders facilitate a reflective and ambitious culture. Constructive challenge and creative ideas are encouraged, valued and used to inform whole school planning. The views of learners, parents, staff, governors, therapists, social workers and other stakeholders inform the evaluation of the quality of our work and provision, which in turn is used to identify areas for improvement.

Post Information

We are seeking to appoint a Higher-Level Teaching Assistant (HLTA) / Teaching Assistant 2b (TA2b) to join our school team from September 2025. This is a key role within our school, supporting children's learning and ensuring high-quality education across all key stages.

Contracted Hours & Salary

The position consists of **28 hours 20 minutes per week**, divided as follows:

- **TA2b – Grade 5: 8 hours 20 minutes**, term-time only (variable hours, minimum 5 hours per week).
- **HLTA – Grade 7: 20 hours per week**, term-time only (variable hours, minimum 5 hours per week).

Working Hours

- **Monday – Friday: 8:40 AM – 3:15 PM** (Includes a 15-minute unpaid break and a 40-minute unpaid lunch daily.)

The successful candidate will be expected to work flexibly, supporting learning in Key Stage 2 as a TA2b, assisting with literacy and numeracy interventions, and taking on HLTA responsibilities, which include covering PPA and management time for senior leaders and teachers across Early Years to Year 6.

This role offers a fantastic opportunity to work within a supportive team and make a real difference in children's education.

Welcome

Dear Applicant,

Thank you for your interest in joining our team at Singleton C of E Primary School. We are thrilled to offer this exciting opportunity to work within our small, thriving village school, where every member of staff plays a vital role in shaping the education and experiences of our children.

This dual-role position combines the responsibilities of Higher-Level Teaching Assistant (HLTA) and Teaching Assistant 2b (TA2b), providing a varied and fulfilling role with excellent opportunities for professional growth.

As a TA2b, you will work primarily within Key Stage 2, supporting pupils in literacy and numeracy, assisting teachers in delivering high-quality lessons, and ensuring that all children have the encouragement and guidance they need to reach their full potential.

As a HLTA, you will take on greater responsibility, covering PPA time and management time for staff across the school—from Early Years to Year 6. This means you will plan, lead, and deliver lessons independently, ensuring engaging learning experiences while maintaining our school's high standards. Additionally, you will cover staff absences when required, providing continuity and stability for pupils.

Beyond lesson delivery, your HLTA role will involve working closely with teachers and senior leaders, supporting behaviour management and tracking pupil progress

At Singleton C of E Primary, we are committed to supporting the professional development of all our staff. As part of our team, you will have regular opportunities to work alongside highly skilled and experienced professionals, benefiting from their expertise and guidance. Our staff work collaboratively, sharing best practices, supporting one another, and continuously refining their approaches to teaching and learning.

Whether you are looking to expand your leadership skills, deepen your subject knowledge, or explore new approaches to supporting children with diverse needs, we will provide ongoing professional development, training, and mentorship to help you grow and excel in your career.

We are looking for someone with experience across primary key stages, a flexible and adaptable approach, and a commitment to fostering an engaging and inclusive learning environment. Our school values teamwork, professionalism, and—most importantly—a good sense of humour!

If you are passionate about education and ready for a dynamic, rewarding role, we would love to receive your application.

We look forward to welcoming a dedicated and enthusiastic individual to our team. We are a C of E school however; we do welcome applications from all colleagues who are committed to upholding the ethos of our school. Please contact Mrs Rachel Reeves in the school office on 01253 882226 if you have any further questions.

Warm regards,



Amanda Clayton Head teacher

Letter to Applicant

Dear Applicant,

Thank you for your interest in our recent advertisement for the post of HLTA / TA2b at Singleton C of E School. Please find details of the post enclosed within this letter.

Application

If you wish to apply, please complete the application form and email your application to Mrs Amanda Clayton (Head)

Head@singleton.lancs.sch.uk

Closing Date

Please ensure that your letter of application arrives before **9am on Friday 19th September 2025**. We will not be able to accept applications received after the closing date.

Shortlisting

Shortlisting for the post will take place shortly after the closing date. Shortlisted candidates will be informed by email. If you have not been shortlisted, we will inform you of this via email.

Interviews

Interviews will take place on **Friday 26th September 2025**.

Singleton C of E School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We may have a small amount of flexibility on the hours—please get in touch if you have any questions.

If you require any further information about this post or you would like to make an informal visit prior to submitting your application, please contact me on

Tel 01253 882226

We look forward to receiving your application.

Yours sincerely,

Mrs R Reeves
Office Manager

Job Description – (Teaching Assistant 2b)

Under the general supervision and direction of the teacher, to plan and implement learning activities for individuals and groups. To monitor pupil progress and provide feedback to the class teacher and establish supportive and constructive relationships with pupils' parents and carers. To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Support for Pupils

- Under the general supervision and direction of the teacher to implement structured learning activities for individuals and groups of pupils.
- To undertake activities in order to monitor the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to promote pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor and record pupil progress and developmental needs.
- To produce relevant classroom resources.
- To undertake classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide short term cover for classes to which the Teaching Assistant is normally assigned, when the class teacher is unexpectedly unavailable.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for out of school learning activities including the administration of work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils work

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

Job Description -HLTA

Scope of role:

Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or for whole classes.

The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.

To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

Key Responsibilities:

- Plan, lead and deliver lessons across various subjects for the purpose of covering PPA lessons.
- Cover management time for senior leaders and subject leaders following a time table directed by the AHT.
- Support students in small groups and one-to-one settings.
- Assist in assessing and tracking student progress.
- Work collaboratively with teachers.
- Support behaviour management and promote a positive classroom culture.
- Provide pastoral care and guidance to students.
- Contribute to the wider school community through extracurricular activities and initiatives.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post

Accountabilities/Responsibilities – appropriate for this post:

Support for Pupils

To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.

- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.
- To undertake marking of pupil's work and record achievement.
- To administer/mark tests and invigilate examinations.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken. In a special school, this may include complex medical needs.

Support for the School

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.

- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- To support the use of ICT in learning activities.

Personal Specification (TA2b)

The Person Specification is related to the requirements of the post as determined by the Job Description. Short listing is carried out on the basis of how well you meet the requirements of the Person Specification. You should refer to these requirements when completing your application.

A = application I = interview E = essential D = desirable R = reference

Training and Qualifications	Essential or Desirable	Evidence
English and Maths GCSE Grade A - C (or equivalent)	E	A
NVQ Level 2 or above qualification –appropriate to the post (or equivalent).	D	A
Experience		
Experience of working with or caring for children of relevant age	E	A / I
Experience of working in a relevant classroom/service environment	D	A / I
Experience of Administrative work	D	A / I
Experience of supporting pupils with challenging behaviour	D	A / I
Experience of working with or caring for young people with SEN	E	
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	I
Commitment to undertake in-service development.	E	I
Satisfactory attendance record/commitment to regular attendance at work	E	
Other Skills / Knowledge / Abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard	E	I / R
Ability to relate well to children	E	I / R
Ability to work as part of a team	E	I / R
Good communication skills	E	A / I / R
Ability to supervise and assist pupils	E	I / R
Time management skills	D	I / R
Organisational skills	D	A / I / R
Knowledge of classroom roles and responsibilities	D	A / I / R
First Aid Certificate	D	A / I / R
Administrative skills	D	A / I / R
Knowledge of Early Years Foundation Stage	D	A / I / R
Good numeracy and literacy skills	E	A / I / R
Ability to make effective use of ICT	D	A / I / R
Flexible attitude to work	E	A / I / R
Other requirements		
Willing to undertake first aid training, and administer first aid when required	E	I / R
Knowledge of the concept of confidentiality	E	I / R
Satisfactory attendance record/commitment to regular attendance at work	E	R

You must be able to demonstrate through your references that you have a satisfactory health and attendance record.

Personal Specification HLTA

Training and Qualifications / Experience	Essential or Desirable	Evidence
Recognised and relevant NVQ Level 3 qualification or equivalent.	E	A / I / R
NVQ level 4 qualification or equivalent	D	A / I / R
GCSE Grade C or above or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A / I / R
HLTA qualification or relevant experience in an educational setting	D	A / I / R
Experience		
Experience of working with children	E	A / I / R
Experience of working in a classroom environment	E	A / I / R
Experience of Administrative work	D	A / I / R
Experience of supporting pupils with challenging behaviour	E	A / I / R
Staff management experience	D	A / I / R
Experience of planning and delivering PPA cover across school	E	A / I / R
Experience of assisting with assessing and tracking student progress	D	A / I / R
Knowledge/skills/abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A / I / R
Ability to relate well to children	E	A / I / R
Ability to work as part of a team	E	A / I / R
Good communication skills	E	A / I / R
Ability to relate well to parents/carers	E	A / I / R
Ability to supervise and assist pupils	E	A / I / R
Time management skills	E	A / I / R
Organisational skills	E	A / I / R
Knowledge of classroom roles and responsibilities	E	A / I / R
Knowledge of the concept of confidentiality	E	A / I / R
Administrative skills	E	A / I / R
Knowledge of Foundation Stage/National curriculum	D	A / I / R
Knowledge of numeracy and literacy strategies	E	A / I / R
Ability to make effective use of ICT	E	A / I / R
Ability to assess children's development	E	A / I / R
Ability to plan and deliver work programmes	E	A / I / R
Ability to organise, lead and motivate a team	E	A / I / R
Flexible attitude to work	E	A / I / R
Other		
Commitment to undertake in –service development	E	A / I / R
Commitment to safeguarding and protecting the welfare of children and young people	E	A / I / R
Satisfactory attendance record/commitment to regular attendance at work	E	A / I / R

How to complete the application form

How to complete the application form



Applying for a job with Lancashire County Council Important advice on completing this form

APPLICATION NUMBER AND JOB REFERENCE NUMBER

To be filled in by our employees. Please keep a note of the job reference number and quote it whenever you contact us about your application.

Private and Confidential



Lancashire County Council as an equal opportunity employer intends that no job applicant or employee will receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, faith, sexual orientation or disability, nor be disadvantaged in any unjustifiable way by any other condition.

Please read the accompanying note 'How to complete the application form' before completing this form.

1 Application for the post of _____
Section/Location/School/Establishment _____ Grade _____
To be returned by _____

2 Title _____ Forename _____ Surname _____
Previous name(s) _____
Address _____
Postcode _____ Telephone number (Home) _____ (Mobile) _____
Email address _____ (Work) _____
National Insurance number _____

3 Present post/job title _____
Name and address of present employer _____
Date appointed _____ Salary/grade _____ Notice period _____

Previous employment and voluntary experience
(Please give exact dates and indicate the reasons for any gaps in employment records)

Employer	From	To	Post/job title (please indicate if in local government and give the grade)	Reason for leaving

APPLICATION FOR THE POST OF

The post details, section/location etc. are usually completed by the Directorate before you get this form. If not, you must fill in these details.

Please note that we can only consider applications from EU citizens or those who are fully able to show a legal right to work in the UK. Relevant checks will be made.

PERSONAL DETAILS

This part contains personal information to identify you in case we wish to shortlist you. Please ensure it is accurate as this is our only way of contacting you. For legal reasons you must state your National Insurance Number.

PRESENT EMPLOYER

Give details of your present or last employer – give a contact name, full address including postcode, the exact date of appointment, and (if appropriate) the date you left.

Try to give an actual salary/grade, not an approximate.

Your notice period is important. If you are not presently working but have commitments that prevent you from immediately taking up the post, please give your earliest start date.

If this is your first job after leaving education, give the school/college's name and address in place of the employer's name and address, and your date of leaving. Disregard the other items.

PREVIOUS EMPLOYMENT

List your previous employment, including voluntary work, starting with the most recent.

You should try to make the information you give as full and accurate as possible.

If this is your first job after leaving education, please list any part-time, casual and unpaid work, especially if there is a link to the post for which you are applying.

Please indicate the reasons for any gaps in employment records, unless legally exempt.

Lancashire
County Council

Lancashire
County Council

Additional information

SAFER RECRUITMENT – KCSiE 2024

KCSiE 24 recommends that schools and colleges incorporate an online search into their shortlisting process as a part of due diligence on prospective candidates. This search might uncover publicly accessible incidents or issues that may require further exploration during the interview. It's also suggested that institutions should inform candidates that such online searches may be conducted as a part of the process.

Please note that as part of due diligence we do carry out online searches on any shortlisted candidate, this may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. This search will be carried out on publicly accessible social media platforms, blogs, or professional networks.

ATTENDANCE POLICY STATEMENT

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance

CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

HANDLING OF DBS CERTIFICATE INFORMATION POLICY

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Lancashire County Council complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may retain the certificate until the next inspection.

Once the inspection has taken place the certificate should be destroyed in accordance with the code of practice.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an umbrella body

Before acting as an umbrella body (an umbrella body being a registered body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the code of practice and in full accordance with this policy.

We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

EQUALITY STATEMENT

EQUALITY ACT 2010 MODEL REASONABLE ADJUSTMENTS STATEMENT

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview Letter when confirming your availability to attend interview. Our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability so it is important that you provide this information to us (details for the relevant person to contact will be provided in your Invitation to Interview Letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:

- Modification to Documentation – this may include providing documents in large print, in Braille format or in audio format and/or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;
- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school / academy / college may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.

List A

The documents listed below show an ongoing right to work in the United Kingdom. If you are not subject to immigration control, or have no restrictions on your stay in the United Kingdom, you should be able to produce a document or a specified combination of documents from this list.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom; **or**
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area Country or Switzerland; **or**
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland; **or**
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland; **or**
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom; **or**
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adopted parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man, or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**
10. A certificate of registration or naturalisation as a British Citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer; **or**

List B

The documents listed below show a right to work for up to 12 months in the United Kingdom. Where your leave to enter or remain in the United Kingdom is time limited, you are required to produce a document or a specified combination of documents from List B and, if appointed, will be subject to follow-up document checks to establish your right to work in the United Kingdom

Group 1

A follow-up check will be done when the document evidencing your permission to work expires.

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Group 2

A follow-up check will be done which expires 6 months after the date specified in your Positive Verification Notice expires.

1. A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.