



# Park Primary School



**Go further than we thought, run faster than we hoped, reach higher than we dreamed and become the best that we are able.**

**HLTA Application Pack**



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## *Welcome letter from Headteacher*



*Sarah Midgley*

Dear Prospective HLTA,

Thank you for your interest in this position at Park Primary School. I hope you find the enclosed information useful.

We are very proud of our school and the commitment we make to all pupils regardless of their ability or background. We want the very best for all children at Park Primary and we are looking for a new high level teaching assistant who can support us in ensuring that all children get the very best education possible.

We are look for someone who is tenacious and committed to the best outcomes for all pupils and supporting the classroom to be able to achieve this.

If you are interested in this role, please contact the school so we can show you around and have the opportunity to share with you what we are able to offer.



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## *Welcome letter from Chair of Governors*

Dear HLTA,

As governors, staff and families we are incredibly proud of our school and children.

Park Primary School is a warm, nurturing and successful school at the heart of our community.

With a focus on confidence, values, respect and diversity; we nurture the individual child as well as the whole family.

We welcome you to join our school community and together we will help our children to:

- To go further than they thought
- To run faster than they hoped
- To reach higher than they dreamed
- To become the best that they are able

I look forward to meeting you and hopefully working with you as a teaching assistant at Park Primary in the future.



*Jill Greenwood*



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## *Welcome letter from Pupil Parliament*

Dear Prospective HLTA,

On behalf of the children at Park Primary School, we would like to tell you why Park is such a wonderful school to be a part of.

Our school is an inclusive and caring environment to be in. We have hard working children who strive to be the best they can. We have high expectations for all children and our dedicated staff ensure that all needs are met by adjusting the learning environment so that every child can succeed.

We are very proud of our school and we are looking for a teaching assistant who will be reliable, kind, supportive and, most of all, a good listener.

Our school is an exciting and vibrant place to be, with each day being very different. Everyone is made to feel welcome at Park.

Thank you for reading our letter and we look forward to meeting you soon to show you around our wonderful school.



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Rutland Street, Colne, BB8 0QJ - 01282 863225

Return applications: [bursare@colnepark.lancs.sch.uk](mailto:bursare@colnepark.lancs.sch.uk)



## *Agreed timetable for appointment*

1st May 2025

Advertisement appears

9am, 4th June 2025

Closing dates for applications

6th June 2025

Shortlisting meeting

Call the office to book

Tour the school

16<sup>th</sup> June 2025

Interviews and appointment

2<sup>nd</sup> September 2025

Start date for new HLTA



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## *Advertisement*

**Number on Roll - 320**

**Higher Level Teaching Assistant - Grade 7**

**Required start date: ASAP**

**Contract type: Permanent**

**Hours per week: 32.5**



The Governors at Park Primary School are seeking a dedicated Higher-Level Teaching Assistant (HLTA) to join our dynamic team and support our students in reaching their full potential.

As a HLTA, you will play a crucial role in supporting teachers, leading learning activities, and ensuring an inclusive and engaging educational experience for all students. You will have the opportunity to plan and deliver lessons, provide specialist support, and contribute to the development of a positive learning environment.

### **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 DHT
- 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.
- Oversee and provide guidance to Apprentice Teaching Assistants throughout their education, collaborating with their college mentors to help them stay on course and succeed in their apprenticeship.



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### **We are looking for someone who:**

- Will be committed to upholding our school values, nurturing ethos and strong behaviour policy
- Has a passion for supporting learning
- Will be committed to whole school life and support extra-curricular activities and school events
- Is enthusiastic and has a positive attitude
- A team player
- Excellent organisational skills
- A proven track record in supporting learning
- Experience in SEND behaviour and additional needs
- Excellent attendance and punctuality

### **We will offer you:**

- Happy and well-behaved children who care about their school
- A dedicated, fun-loving team of teaching and support staff
- A supportive governing body
- A curriculum that is bespoke to our pupils
- The opportunity to make your mark at a school that is always looking to improve
- Excellent professional development opportunities

### **Required Qualifications:**

- GCSE English and Maths - Grade C or above
- NVQ Level 2 or appropriate qualifications (i.e. Teaching Assistant qualification)



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### **Desirable Qualifications and Experience:**

- HLTA qualification or relevant experience in an educational setting.
- Strong understanding of the curriculum and teaching strategies.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with staff, students, and parents.
- Confidence in delivering lessons and supporting student engagement.
- Strong organisational and time management abilities.
- A positive and proactive approach to learning support.
- Experience in SEND, behaviour management and fostering an inclusive learning environment.

Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If successful you will be required to apply to the Disclosure and Barring Service (DBS) for a 'disclosure'. Information provided by you or the Disclosure and Barring Service will be dealt with in a confidential manner in accordance with the DBS's Code of Practice. You may view the Code of Practice on the DBS website at [www.gov.uk/dbs](http://www.gov.uk/dbs) or alternatively a copy is available on request.



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## *Job Description*

### **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 pupils 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 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.



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## **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.



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## *Attendance policy statement*

Park Primary 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's leadership team monitors levels of sickness absence in school regularly and take action in accordance with the guidelines adopted by the school to deal with unacceptable levels of frequency and 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.



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