

Higher Level Teaching Assistant (EYFS)

St Clement's & St John's CE Infant School

31.25 hours, Term Time only (including working inset days)

8.30am – 3.15pm, Monday – Friday

Grade 5 - 6 (SCP 10 £14.35 per hour to SCP 22 £17.47 per hour) depending on experience

Actual Salary between: £20,029 – £25,032 per annum pro rata

Permanent, Commencing asap

St Clement's & St John's CE Infant School – a warm, inclusive community in the heart of Boscombe. We are a small, friendly Church of England school for children, where every child is known, valued, and encouraged to thrive. Guided by our Christian ethos and our values of Hope, Compassion and Courage, we create a nurturing environment that inspires a love of learning. Our dedicated staff have high expectations and work closely with families to ensure pupils feel safe, happy, and motivated. With strong links to our local church and community, we offer rich experiences that build character and curiosity – from beach visits to creative projects – helping children develop academically, socially, and spiritually. At St Clement's & St John's, we believe every child deserves the best start in life. We are looking for an experienced Higher Level Teaching Assistant to join our Early Years team to teach in EYFS. The ideal candidate will have experience of teaching whole classes, working within an Early Years Foundation Stage setting. The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

Candidates should have the ability to motivate, encourage and be enthusiastic, responsible, and enjoy working with children. They should have good inter-personal skills and a desire to support children to progress with their learning, promote high standards of behaviour and believe that all children can succeed. The role involves providing teaching assistant support throughout the week with some teaching responsibility as an HLTA e.g. covering PPA.

St Clement's and St John's CE Infant School feels like a large family and everyone here plays an important role in developing our wonderful young people. Applicants are also encouraged to view our website: www.stclementsandstjohns.co.uk as well as www.coastalpartnership.co.uk for more information regarding the school and Trust. Visits to the school would be encouraged.

For more information about the role or to arrange a visit please phone the Headteacher, Lawrence Woodward, on 01202 393570.

Internal Applications (current CLP employees only): Please send the following to the closing date:

- An expression of interest detailing your suitability for the role, addressed to Lawrence Woodward at stclementsrecruitment@coastalpartnership.co.uk
- An up-to-date CV
- Contact details for two referees which can be internal or external (they need to be from a member of SLT).

Applicants: Please complete a full application form and send to stclementsrecruitment@coastalpartnership.co.uk

Closing Date: We will shortlist applications as we receive them, so please apply at your earliest convenience. This recruitment will remain open until the post is filled

Interviews: TBC from week beginning Monday 17th November

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.** Please make reference to the Person Specification when completing your application, including your supporting statement.

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Job Description Higher Level Teaching Assistant (EYFS)

Responsible to:	Headteacher
Location:	St Clement's & St John's CE Infant School
Grade:	Grade 5 SCP 10-15 (£14.35 - £15.56 per hour) Grade 6 SCP 16 – 22 (£15.82 – £17.47 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To complement the professional work of qualified teachers by taking responsibility for agreed learning activities / curriculum area under an agreed system of supervision directed by a qualified teacher where the assigned teacher is not present; this will involve planning, preparing and delivering learning activities for whole classes and monitoring pupils whilst assessing, recording and reporting on their progress and attainment. This could include distance learning.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relations with all pupils giving appropriate comfort and care as directed.

Safeguarding

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Main Duties & Responsibilities

Higher Level Teaching Assistants (HLTAs) are members of a multi-disciplinary team working under the supervision and general direction of a qualified teacher.

They are able to:

- Contribute to a wide range of teaching and learning activities.
- Assist and support the work of qualified teachers with individual pupils, small groups and whole classes where the assigned teacher is not present.

Support the pupil by:

- Liaising sensitively and effectively with parents and carers with regard to their role in pupil learning.
- Having sufficient understanding of their specialist area/phase to support pupils' learning.
- Attending to their personal needs and provide advice to assist in their social, health and hygiene development.

- Being familiar with age-related expectations of pupils, the main teaching methods and the assessment framework in the relevant subjects/specialisms/age groups.
- Understanding how to use common ICT tools to advance pupils' learning and independence in usage.
- Promoting and reinforcing pupils' self-esteem.
- Being inclusive and accepting all pupils within the classroom.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.

Support the teacher by:

- Contributing to teachers' planning and preparation of lessons and providing feedback to pupils and colleagues concerning pupils' learning and behaviour.
- Contributing effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Evaluating pupils' progress through a range of assessment activities, and monitoring pupils' participation, progress and responses to learning.
- With the teacher, maintaining and analysing records of pupils' progress.

Support the curriculum by:

- Understanding the aims and content of teaching strategies and intended outcomes, and their place in the related teaching programme.
- Understanding the key factors which affect the way pupils learn.
- Being familiar with the guidance about meeting special educational needs given in the Code of Practice.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification

Higher Level Teaching Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Education support qualification • Educated to GCSE level in Maths & English • HLTA qualification (or working towards one) or subsequent experience of working in a similar role 	<ul style="list-style-type: none"> • Up to date Safeguarding training
Experience	<ul style="list-style-type: none"> • Experience of working with children in primary schools • Experience of teaching whole classes, preferably EYFS/KS1 	<ul style="list-style-type: none"> • Experience of working in a team
Knowledge	<ul style="list-style-type: none"> • Knowledge of Safeguarding issues and procedures • Good numeracy and literacy skills • Good IT skills 	<ul style="list-style-type: none"> • Working knowledge of national curriculum and other relevant learning programmes
Skills & Abilities	<ul style="list-style-type: none"> • Ability to work with and control children showing care and understanding • Ability to work with individuals and small groups of children • Ability to be confidential • Ability to control and motivate & inspire class of children • Ability to support children through the school's behaviour policy • Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> • Practical Skills
Qualities & Attitudes	<ul style="list-style-type: none"> • Willing to undertake training as required 	
Other	<ul style="list-style-type: none"> • Committed to Equal Opportunities 	<ul style="list-style-type: none"> • First Aid Certificate

Whilst originally based at St Clement's & St John's CE Infant School, the post holder may be required to travel to other local sites, including other CLP schools.