



# Willingham Primary School

## Recruitment Pack For:

### Level 3 Higher Level Teaching Assistant (HLTA) Permanent Position

35 hours per week  
8.00am to 4.00pm Monday to Friday  
Term time plus 5 Professional Development Days

Level 3 Point 7 to 11

£24,294 to £25,979 pro-rata (Actual salary £22,378 to £23,930)  
*2024 pay award pending.*



Dear applicant,

At Willingham Primary School, we have created a welcoming atmosphere where all are respected, valued and we work hard to get better every day, from whatever our starting point.

Whether it's in the way that the staff deliver their lessons; the content that is being taught; the attitudes of children with each other and towards their learning; or the effort that they put into their work, the expectation is that we improve together. We work so that each day builds upon the last and leads towards the next.

We offer teaching, founded in sound principles of cognitive psychology, to support each child to achieve their potential within a happy, friendly, caring community. We are committed to working towards providing children with an aspirational, knowledge-rich curriculum and to provide equality of opportunity, which will allow equitable success.

The discipline that we engender, in and out of the classroom, is evident in all areas of school-life and we support the children to become the best versions of themselves. We aim to foster strong relationships with parents and the wider village. We see ourselves as a cohesive part of the community and endeavour to make the community proud of us.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our school, please contact the office to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of Higher Level Teaching Assistant (HLTA), at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

**Closing date for applications:** Monday 3<sup>rd</sup> June 2024 at 5pm

**Shortlisting:** Tuesday 4<sup>th</sup> June 2024

**Interviews:** Monday 10<sup>th</sup> June 2024

I look forward to meeting you soon.

Yours sincerely,



Mona Paalanen  
Headteacher



## School Information

Willingham Primary School is at the heart of the community. We are a medium sized school with approximately 350 children on roll. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honey Pot Pre-School.

Willingham Primary School is a Local Authority controlled community school.

### Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

### Our Values and Drivers

At WPS we value:

[ HARD WORK : INTEGRITY : KINDNESS ]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



# Vacancy

## Level 3 Higher Level Teaching Assistant (HLTA)

### Permanent Position

Willingham 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. **A DBS check and a disqualification declaration are required for this post.**

*In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.*

**Post:** Higher Level Teaching Assistant (HLTA)  
**Salary:** Level 3 (Point 7-11) £24,294 to £25,979 pro rata  
**Term:** Permanent, 35 hours per week – 8.00am to 4.00pm Mon-Fri plus 5 training days

This post is a full-time position for a HLTA which will involve providing teaching cover for classes and to support in lessons across the school from EYFS-KS2.

*Want to challenge and extend your understanding of what good teaching is? Want to use what we know from Cognitive Psychology about how the brain works to learn more? Want to be part of improving the outcomes for a fabulous group of motivated pupils?*

We are looking for someone to join our support team and be part of what we are trying to build. You may be looking to take on a new challenge and will strive to develop a deeper understanding of cognitive psychology and how we can develop classroom practice to reflect this. You will not be afraid to do things that may challenge what you thought was good teaching and will be fully supported in implementing what is required.

Why choose Willingham Primary School?

- We focus on what works, not on what has always been done
- Our **warm/strict behaviour curriculum** enables teachers to teach; and pupils to learn
- We value feedback, **NOT MARKING**
- We have a **traditional, subject-based curriculum**
- You will receive high-quality **Professional Development**
- You will work with a **motivated and professional group of** teachers and support staff who are driven to reach the best outcomes for all pupils

The right candidate will align completely with our values of **hard work, integrity and kindness** and will support us in achieving our mission statement:

*To provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life.*

**Visits to the school or a Teams meeting with the Inclusion lead are strongly encouraged.**

Please contact the School Office on 01954 283030, to arrange a visit.

An application form, job description and person specification can be obtained from either the school office by emailing [office@willingham.cambs.sch.uk](mailto:office@willingham.cambs.sch.uk) or can be downloaded from the 'Staff' section on our school website [www.willingham.cambs.sch.uk](http://www.willingham.cambs.sch.uk)

This appointment is subject to Enhanced DBS Check, Barred List Checks and two positive references.

**Closing date for applications:** Monday 3<sup>rd</sup> June 2024 at 5pm

**Shortlisting:** Tuesday 4<sup>th</sup> June

**Interviews:** Monday 10<sup>th</sup> June 2024



## Job Description

<b>Post Title:</b>	<b>Higher Level Teaching Assistant (HLTA)</b>
<b>Salary:</b>	<b>Level 3 (salary range)</b>
<b>Hours:</b>	<b>Various</b>
<b>Contract type:</b>	<b>35 hour per week</b>
<b>Responsible to:</b>	<b>Inclusion Lead (Inco)</b>

### Main purpose

The HLTA, under the direction of the Inco, will:

- Provide PPA cover and lesson cover as directed by SMT
- Support with the deployment of the teaching assistant body
- Provide targeted support for children.

### Duties and responsibilities

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same.
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.
- Be prepared to support pupils and provide supervision during break times and lunchtimes, as required and in line with school expectations of the role.
- Contribute to the planning and preparation of learning activities.
- Work alongside Inclusion Lead to manage the Teaching Assistant team.

### Teaching and learning

- As agreed with the class teacher or INCo, take responsibility for delivering planned curriculum activities to a whole class and/or small groups, following the school's plans, curriculum and/or schemes of work, including potential remote learning provision and homework.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of assessment.
- Adapt teaching to respond to the strengths and needs of pupils.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge.
- Participate in arrangements for preparing pupils for tests.
- Provide targeted support to enhance learning and improve attainment.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures, to ensure a good and safe learning environment



- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the Senior Management Team.

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons.
- Prepare the classroom for lessons.
- Plan targeted support to small groups/individual pupils.

### **Working with colleagues and other relevant professionals**

- Develop effective professional relationships with colleagues.
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher or Inco.
- Communicate their knowledge and understanding of pupils, their performance and progress, to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

### **Health and safety**

- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Ensure that the environment is clean and safe for pupils and the use of resources is in accordance with school policies.
- Maintain good order and discipline among pupils in accordance with the school behaviour policy.

### **Professional development**

- Participate in arrangements for your own further training and professional development, including Appraisal, and, where appropriate, of other support staff.
- Reflect on own teaching practice; identify relevant professional development to improve personal effectiveness in liaison with school leaders.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.



- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

### Other areas of responsibility

The Higher Level Teaching Assistants will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or INCo.

### Notes

This job description may be amended at any time in consultation with the postholder.

**Last review date: 9.5.2024**



## Person Specification

### Higher Level Teaching Assistant

Education and Qualifications	Essential	Desirable
Good numeracy and literacy skills, GCSE Grade C minimum or equivalent in English and Maths.	✓	
NVQ Level 2 or equivalent in Early Years or Teaching Assistant		✓
Evidence of continued professional development.		✓
Holder of current first aid certificate or willingness to be trained.	✓	
Relevant Experience		
Experience of teaching using the Early Years Foundation Stage Framework and/or the Primary Curriculum.	✓	
Experience of planning and assessment.		✓
An understanding of child development and learning.	✓	
Experience of working with children with SEN and/or Speech and Language delay.		✓
Experience in supporting children in early reading.		✓
Skills and Knowledge		
Knowledge of the Early Years Foundation Stage Framework and/or the Primary Curriculum.	✓	
Knowledge of effective teaching and learning.	✓	
Knowledge of effective behaviour management strategies.	✓	
Understanding of cognitive psychology.		✓
Ability to adapt teaching to meet pupils' needs.		✓
The ability to communicate effectively both orally and in writing.	✓	
Ability to interact positively and professionally with pupils, parents and colleagues.	✓	
Ability to effectively use ICT to support learning.	✓	
Commitments		
Complete alignment with the school's mission statement, values and drivers.	✓	
A commitment to the safeguarding of all our pupils.	✓	
A commitment to getting the best outcomes for all pupils.		
Responsible for following the school's Health & Safety Policy and Procedures.	✓	
Awareness of, and full commitment to, confidentiality, equality and diversity.	✓	
Personal Qualities		
Good personal organisation and ability to show initiative.	✓	
Ability to work under pressure and work effectively, independently and as part of a team	✓	
Demonstrate confidence, warmth, sensitivity, reliability, and enthusiasm.	✓	
Ability to take feedback positively and constructively.	✓	
Willingness to ask for advice and support as necessary	✓	





## Terms of Appointment

### Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

### Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

### Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

### Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

### Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

### Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

### Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

### References

Offers of appointment will be subject to the receipt of satisfactory references.

### Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



# What Willingham Primary School can offer

## Our investment in you

### Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

## Wellbeing

### Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

### Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

## Additional Benefits

### Pension

As an employee of Willingham Primary School you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 20.7% of your salary.

### Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

### Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

### Catering

We have on-site catering provision which provides a staff menu bookable daily.



## How to Apply

Applications should be submitted using our application form, which can be downloaded from our school website or obtained from the school office. We cannot accept CV's. Please include a covering letter outlining how you meet the person specification.

Informal enquiries and visits to the school are welcomed and should be directed to Gemma Hassan, Inclusion lead, email [office@willingham.cambs.sch.uk](mailto:office@willingham.cambs.sch.uk) or telephone 01954 283030.

The closing date for applications is:

Monday 3<sup>rd</sup> June 2024 at 5pm

