



## *Leigh St Peter's CE Primary School*

"Let Your **LIGHT** Shine" Matthew 5:16

# *Higher Level Teaching Assistant*

## **Application Pack**

**Application Deadline: 10<sup>th</sup> June 2026 9.00am**

**Interview Date: 16<sup>th</sup> June 2026**

Dear Prospective Applicant,

I would like to thank you for taking an interest in Leigh St Peter's CE Primary School and taking the time to explore the information about this exciting opportunity. I hope this letter finds you well and you are as excited as we are about the prospect of joining our vibrant school community.

Leigh St Peter's CE Primary School is a place where we strive to create a nurturing environment that fosters the holistic growth of our pupils. We are guided by our Christian ethos and the belief that every child should have the opportunity to thrive and "live life in all its fullness" (John 10:10).

At the heart of our school lies a dedicated team of educators who are committed to providing a high- quality education that respects and celebrates the diversity of our students. We believe in creating an inclusive and safe space where learning is an enjoyable and productive experience for all.

Our school takes pride in its strong community spirit, and we value the relationships we have built with parents and families. We believe that this collaboration is essential in ensuring that every child's journey with us is a rewarding one.

As the Headteacher, I am honoured to lead a school that embodies the values of respect, inclusivity, and a love for learning. We are constantly striving to create an environment that stimulates our pupils' curiosity and encourages them to achieve their full potential.

If you share our passion for education and our commitment to nurturing young minds, we would be delighted to have you as part of our team. We welcome individuals who are dedicated, innovative, and willing to contribute to the growth and success of our school community.

I invite you to explore our website further and gain a deeper understanding of the experiences and opportunities we offer at Leigh St Peter's CE Primary School. Should you have any further questions or would like to discuss the available position in more detail, please do not hesitate to reach out to us.

We look forward to the possibility of welcoming you to our school and working together to create an exceptional educational experience for our pupils.

We look forward to receiving your application.

Best Wishes,

Mr Michael Fletcher  
**Headteacher**

## ***Our Christian Vision***

“Our Christian Vision is to provide a happy, safe, and caring high quality learning environment where all members of the school community have the opportunity to flourish; ‘living life in all its fullness’. Our Christian Values have been developed in line with everyone who is invested in our school community: its pupils, parents’, staff, and governors and we aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter’s CE Primary School.”

Our values are underpinned by key scripture which supports us to live out our vision of "Let Your **LIGHT** Shine" from the gospel of Matthew 5:16.

<b><i>Leigh St Peter’s CE Primary School Christian Values</i></b>				
<b><i>LOVE</i></b>	<b><i>INTEGRITY</i></b>	<b><i>GENEROSITY</i></b>	<b><i>HONESTY</i></b>	<b><i>TRUST</i></b>
“Love your neighbour” <b><i>Matthew 22:39</i></b>	“Let integrity and uprightness preserve me, for I put my hope in you” <b><i>Psalms 25:21</i></b>	“Let us not grow weary of doing good, for in due season we will reap a harvest if we do not give up.” <b><i>Galatians 6:9</i></b>	“Be kind and honest and you will live a long life; others will respect you and treat you fairly” <b><i>Proverbs 21:21</i></b>	“The Lord will guide you always” <b><i>Isaiah 58:11</i></b>

# Job Description

**Post Title:** HLTA

**Salary/Grade:** G6

**Reporting to:** Teachers/Senior Staff – teachers and non-teaching

**Responsible for:** None

**Liaising with:** Pupils, Teachers, Senior Leaders, visitors to school

**Disclosure Level:** Enhanced

## Main Duties and Responsibilities

1. Support the planning, preparation and delivery of high-quality learning activities across the curriculum, working in partnership with teachers.
2. Deliver whole-class, group and targeted intervention sessions, including covering lessons where appropriate, to ensure continuity of learning.
3. Adapt learning activities and resources to meet the needs of all pupils, including those with SEND, disadvantaged pupils and those requiring additional challenge.
4. Assess, record and report on pupil progress, providing feedback to teachers to inform planning and next steps.
5. Promote positive behaviour for learning and act as a role model, supporting pupils' personal, social and emotional development.
6. Work collaboratively with teaching staff and leaders to support the effective delivery of the curriculum and contribute to raising standards across the school.
7. Lead and support other support staff where appropriate, ensuring effective deployment and high-quality classroom practice.
8. Contribute to the development and implementation of intervention programmes to support pupil progress and close attainment gaps.
9. Support inclusive practice by identifying and addressing barriers to learning, ensuring all pupils can access the curriculum.
10. Liaise effectively with parents/carers and external professionals to support pupils' learning and wellbeing.

## Other duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To support the processes and procedures for First Aid.
- To promote actively the school's corporate policies.
- To supervise pupils as required.
- To undertake Health and Safety Training on areas within the designated work area.

Person Specification		
Criteria	Essential (E) / Desirable (D)	Method of Assessment
<b>Knowledge</b>		
Advanced understanding of the national curriculum and other learning programmes (within specified age range/subject area) e.g. knowledge of core subject areas etc.	Essential	Application Reference
Understanding of child development, learning styles and independent learning	Essential	Application Reference
Experience working with children in an educational setting	Essential	Application Reference

Working knowledge of relevant policies, legislation and statutory frameworks	Essential	Application Reference Interview
Understanding of inclusion within a school setting	Essential	Application Interview
Experience preparing resources to support learning	Essential	Application Reference Interview
Understand of Safeguarding Policies and expectations within a school setting.	Essential	Application Reference Interview
<b>Skills &amp; Abilities</b>		
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	Essential	Application Reference
Ability to build and maintain effective working relationships with all pupils and colleagues	Essential	Application Reference
Ability to demonstrate, lead and motivate a team of staff, ensuring effective communication and deployment	Essential	Application Reference Interview
Ability to contribute to the School Senior Management Team	Essential	Application Reference
Ability to promote a positive ethos and role model positive attitudes	Essential	Application Reference
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	Essential	Application Reference
Ability to adapt own approach in accordance with pupil needs	Essential	Application Reference
Ability to continually develop and extend own working practices	Essential	Application Reference