

POST TITLE: Higher Level Teaching Assistant

SALARY SCALE: Scale F

HOURS PER WEEK: 19.5 hours per week over 3 days

WEEKS PER YEAR: 39 weeks – Term time + 1 week

REQUIRED FOR: As soon as possible

The Flourish Federation is looking to appoint a qualified Higher Level Teaching Assistant to work between our two schools; Stibbard All Saints CEVA Primary and North Elmham CEVA Primary School.

The position includes providing PPA cover for some class teachers in both schools to support whole class learning, including planning and delivering required lessons under the direction of the class teachers. We anticipate the role to be for one and a half days at each school per week but some weeks this may vary. The successful candidate will also be required to supervise children for half an hour during the school's usual lunch break when working a full day at the individual schools.

The working hours will be from 8.30 am to 3.30 pm with a half hour lunch break.

The role will be temporary until 31st August 2022 initially, but may become permanent in due course.

We are seeking to appoint a colleague who:

- Has a suitable HLTA qualification or is currently completing the training and will very soon be qualified
- is able to use their initiative to support the learning needs of pupils
- is enthusiastic and energetic and enjoys working with children and is able to demonstrate the ability to form positive and supportive relationships with both pupils and staff
- is calm and flexible in their approach and able to demonstrate the ability to work as part of a team
- Has experience of working with a range of ages and delivering a range of curriculum subjects at primary level
- PE and/or swimming experience would be an advantage but this is not essential for the position
- Has experience of the use of appropriate interventions for children
- is willing to undertake training as required, attend necessary meetings and contribute to the positive ethos of our schools

If applicants would like to discuss the position available, please telephone the Stibbard School office.

The Federation is committed to the protection and safety of children and expects all staff and volunteers to share this commitment. All staff appointments are subject to satisfactory references and an appropriate Enhanced DBS check. We welcome applications from all sections of the community.

Completed application forms should be sent to:
Mrs Julie Brown, Executive Administrative Manager
Email: adminmanager@flourishfed.co.uk

The closing date for applications is 10.00 am on 20th May 2021
Interviews will be held soon afterwards