



# St Edmund's Catholic School

*Caelum Dives IngreDi*

Headteacher: Mr S Graham BSc, NPQH



# Higher Level Teaching Assistant

## Information for Applicants

Our aim is to encourage spiritual development and understanding of the faith, create an atmosphere of order, discipline and respect, enabling every pupil to achieve their true potential. Maintaining standards of excellence in teaching and learning and build a family which cares for all its members where understanding, mutual trust and friendship are fostered.



**'I can do all things with the help of God who strengthens me.'**  
Philippians 4:13



# St Edmund's Catholic School

Arundel Street, Portsmouth Hampshire PO1 1RX  
*Caelum Dives Ingressi*

Headteacher: Mr S Graham BSC, NPQH

Dear Colleague,

## HIGHER LEVEL TEACHING ASSISTANT: SEPTEMBER 2025

St Edmund's is a thriving, positive and happy school, where individuals achieve excellent levels of personal development and outstanding academic achievement. As a Voluntary Aided Catholic School we seek to provide a Christian education for our children within the discipline and traditions of the Catholic church.

We are extremely proud of the quality of education, opportunities and life experiences that our children receive. This is only possible thanks to the fantastic staff who put students first and are committed to all aspects of the St Edmund's family. Our outcomes for students have been the best in Portsmouth and South Hampshire for several years. St Edmund's has been in the top 10% of all schools nationally for many years. We have been rated Outstanding by Ofsted in 2016 and June 2022 AND Outstanding in our Section 48 report in 2012 and 2023. This fantastic achievement reflects the special learning environment which exists here at St Edmund's, allowing students to learn and develop in a family where mutual trust, respect, collaboration and tolerance are fostered. Staff working at the school can enjoy their roles and reap the rewards of working with young people and educating the future generations of our world.

As a Christ-centred learning community we have a passion for developing the individual God given gifts which we are bestowed. We seek to improve curiosity, creativity and a passion for life long learning. In an environment with high standards and an atmosphere of order, discipline and respect. Our faith identity is not an add on but permeates all aspects of life at St Edmund's allowing individual, spiritual development in a positive family, where tolerance, love and mutual respect, a zest for learning are some of our guiding principles.

Do you want to be part of our team; working with like-minded colleagues whose core belief is that all children are entitled to an excellent education and are at the heart of everything that we do? The successful candidate will be caring and enthusiastic and will have a genuine commitment to supporting the academic progress of pupils aged 11-16.

The candidate will be part of the Learning Support Department.

You will need to hold a relevant Level 2 or higher childcare qualification, have good communication skills and excellent literacy and numeracy skills (GCSE or equivalent, Grade C or above). Good ICT skills would also be desirable and at least two years' experience working with children, preferably within an education setting. The role is term time only.

The deadline for receipt of application is **Friday 19th September 2025**.  
These can be emailed to the school via: [recruitment@saintedmunds.org.uk](mailto:recruitment@saintedmunds.org.uk).

I very much hope that having read the enclosed details and looked at the school website, you choose to apply.

**'An inclusive education finds a place for all  
and does not select in an elitist way the beneficiaries of its efforts.'**  
**Pope Francis**

Yours faithfully

Mr S Graham  
Headteacher



## Application Procedure

We hope this guide is helpful and that, having read the details, you will wish to apply for the post. If so, please complete the St Edmund's application form.

I would ask you specifically to describe:

- Your experience to date and the main features of your current experience.
- Your reasons for applying for the post.
- How you might contribute to the St Edmund's family?

### **Please do not submit additional documentation.**

Completed applications should be returned to the Headteacher no later than:

**Friday 19th September 2025.**

**The post will start in October 2025.**

**Job Reference: HLTA25**

St Edmund's Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. St Edmund's Catholic School is an equal opportunities employer and welcomes applications from all sections of the community.



## Approach to Learning

The department offers support to pupils both in and out of class. In class support is provided by a team of Teaching Assistants (TAs) and 2 Higher Level Teaching Assistants (HLTAs).

They work with pupils and teachers in lessons to ensure that lesson content is accessible for pupils with learning support needs and with the intention of pupils achieving their best learning outcome, regardless of their level or type of need.

Learning support is also provided by TAs and HLTAs outside of class for small groups and individuals so that particular needs can be addressed. Some diagnostic testing can be undertaken with pupils, for example regarding dyslexia or Key Stage 4 exam access arrangements.

### Key Stage 3 (Year 7-9)

In addition to the support strategies already described, reading and spelling support groups, led by TAs, provide additional support for pupils who need to improve these essential skills.

### Key Stage 4 (Year 10-11)

In addition to the support strategies already described, pupils who are entitled receive support from TAs during controlled assessments and key stage 4 exams. 'Success is no accident. It is hard work, perseverance, learning, studying and most of all, the love of what you are doing or learning to do.'

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