

# SOUTHEND EAST COMMUNITY ACADEMY TRUST

## HIGHER LEVEL TEACHING ASSISTANT RICHMOND AVENUE PRIMARY & NURSERY SCHOOL

<b>Location:</b>	Richmond Avenue Primary & Nursery School
<b>Pay Range:</b>	Level 5 Points 8 to 12 (FTE £24,702 to £26,421 per annum) (pro rata actual salary £17,515.45 to £18,734.34 per annum)
<b>Hours:</b>	30 hours per week, Monday to Friday, 8.30 am to 3.30 pm with an hour lunch
<b>Start Date:</b>	January 2024
<b>Contract Type:</b>	Permanent, Term-time plus Inset Days
<b>Application Close:</b>	Interview on application
<b>Date of Interview:</b>	TBC

Southend East Community Academy Trust (SECAT) and Richmond Avenue Primary and Nursery School are seeking to appoint an enthusiastic and hardworking HLTA to join our support team. The successful applicant will be classroom based, supporting with children's learning as well as leading classes in the school when teachers are absent.

Richmond Avenue Primary and Nursery School is set in the middle of the community that promotes a love of learning within a safe, caring, respectful environment. We have a thriving Nursery – children entering the Nursery and Reception classes are from a multitude of local provisions.

The School prides itself on its work with its diverse community. Our children are very well cared for and our families are appreciative of the care and guidance they are offered. We are a School that is committed to supporting and improving our local community and to working with our colleagues within SECAT.

Richmond Avenue is in a strong position to move forward to ensure that we offer all of our pupils the very best education. They deserve no less and we are relentless in that pursuit.

Should you wish to arrange a visit to the school, please contact Lisa Waites, School Office Team Leader, via email at [admin@richmond.secat.co.uk](mailto:admin@richmond.secat.co.uk).

Please visit [www.secat.co.uk](http://www.secat.co.uk) for an application form and return to [hrhelpdesk@secat.co.uk](mailto:hrhelpdesk@secat.co.uk). A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references.

We are committed to recruiting and retaining a diverse workforce, and we encourage and welcome applications from all backgrounds and from all parts of the community, particularly people from ethnic minorities who are currently under-represented.

SECAT reserve the right to appoint before the closing date.