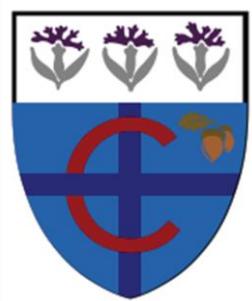




# Higher Level Teaching Assistant



Bishop Chavasse  
Primary School

## Candidate Information Pack

**Salary:** KR6 (£26,393 - £27,713 FTE); actual starting pay £20,029

**Days/hours:** Mon - Fri; 8.30am-3.30pm

**Contract:** Permanent

39 weeks a year: term time only + 5 INSET days

**Start Date:** 23<sup>rd</sup> Feb 2026 or as soon as possible

**Applications Close:** Monday 2<sup>nd</sup> February 2026 at midday

**Interviews:** w/c 9 February 2026

# Welcome

## From Mrs Becks Hood, Headteacher

Dear Applicant,

Thank you for your interest in the post of Higher Level Teaching Assistant at Bishop Chavasse Church of England Primary School. We are a two-form entry primary school which opened in September 2017 as part of the [Tenax Schools Trust](#).

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. Together with the Tenax Schools Trust, we are a school at the forefront of developing new approaches to teaching and learning.

I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own. Our dedicated and caring team has a wide range of experience who are looking forward to working with the successful candidate.

Please visit our [website](#) to gain further insight into our school. If you share our passion for providing excellence in education, inspiring young people and helping them reach their full potential we would love to hear from you. We encourage potential candidates to arrange a visit or telephone call ahead of submitting your application; please contact the school office on 01732 676040 or email [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk).

Kind regards,



Mrs Becks Hood, Headteacher



*Excellence together; transformative education for every child.*

# Vision and values of Bishop Chavasse Church of England primary school

*'Fulfilling our potential, achieving excellence together.'*

At Bishop Chavasse School (BCS) we are dedicated to ensuring every child's and every adult's potential is fulfilled, so we may achieve excellence together. Our passion is to build inspiring foundations to support the development of the whole person in a safe, happy, Christian family. This is the key to how we live our lives at BCS.



## School vision

At the theological root of Bishop Chavasse Church of England School's Christian vision is the parable of 'The Wise and the Foolish Builder.'

"The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock." (Matthew 7:25)

As a church school we believe that, like the wise man in the parable, those who are guided by the word of God in the bible and Trust in Him can become wise, compassionate and honest; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavasse School knows and values every wonderfully and uniquely created child and adult. Guided by our foundation as a Church of England school we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We aim build on and support the development of the whole person in a safe, happy Christian environment.

We aim to inspire all in our school community to fulfil their potential through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning.



*One of our prayer gardens at Bishop Chavasse*

## School core values

Our dedicated, passionate staff, supported by parents, governors and the Tenax Schools Trust are committed to nurturing our community to achieve excellence together in an environment where everyone is wise, Trustworthy and compassionate. We hope that pupils will be guided by our vision and supported in life through understanding the power of our values as they seek to make a positive difference to the world:

*Wisdom    Compassion    Honesty*

## The Tenax Schools Trust - who we are and what we stand for

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust will also include schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

### Partnership & Wider Contribution

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the Headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.



# Bishop Chavasse Primary School – Higher Level Teaching Assistant: Role Description



**Post Held:** Higher Level Teaching Assistant

**Responsible to:** Headteacher & SENDCo

**Liaises with:** SENDCO and Headteacher

**Grade:** Kent Range 6: (£26,393 - £27,713 FTE); actual starting pay £20,029

**Hours:** 8:30am – 3:30pm Monday - Friday

## **Main purpose of job:**

We are seeking a highly motivated and experienced Higher Level Teaching Assistant (HLTA) to lead and develop our new nurture provision within our warm and welcoming Church of England Primary School. This is an exciting opportunity for a passionate practitioner to work together with the Headteacher and SENDCO to establish and drive the evolution of a dedicated nurture room, supporting children across the primary age range with social, emotional and mental health (SEMH) needs.

The successful candidate will be a self-starter, committed to making a difference in the lives of young children. They will have the motivation, passion, resilience and creativity to shape and progress the provision, ensuring it meets the individual needs of pupils and has a positive impact on their wellbeing, engagement and learning.

The successful candidate will be working either 1:1 or with small groups, within our newly created Nurture Room. They will support Class Teachers with planning for the children and will also be responsible for planning nurture-based activities to develop the children's social and emotional skills. There will be a wide range of children working in the Nurture Room, across all ages. The successful candidate will work closely with the SENDCO to develop the provision for these children and to monitor and assess their progress.

This a new post and we are excited to work with the successful candidate to support some of our most vulnerable children.

# Duties and Responsibilities

## Key Responsibilities

- Under the direction of the SENDCO, lead and manage the day-to-day running of the school's nurture provision.
- Plan, deliver and adapt targeted interventions to support pupils' SEMH needs.
- Create a safe, structured and nurturing environment that promotes emotional regulation and positive behaviour.
- Support pupils across the primary age range, both within the nurture provision and through reintegration into mainstream classes.
- Monitor, assess and record pupil progress, contributing to reviews and reports.
- Work closely with class teachers, the SENCo, senior leaders and external agencies.
- Model positive relationships and consistently apply nurturing principles.
- Take an active role in developing and improving the nurture provision over time.

## The ideal candidate will have:

- Significant experience as a Teaching Assistant, ideally at HLTA level
- Proven experience supporting children with SEMH needs
- Experience of leading or working within a nurture provision (desirable)
- A strong understanding of nurturing approaches and trauma-informed practice
- The ability to work independently, showing initiative and leadership
- Excellent communication and relationship-building skills
- A calm, patient and reflective approach, with high expectations for pupils
- The ability to be flexible and adaptable in line with ever changing needs of a school and the teaching team, as well as the children.

## We offer:

- A rewarding role within a supportive and inclusive school;
- The opportunity to shape and develop a dedicated nurture provision;
- A committed staff team and strong leadership support; and
- Ongoing professional development opportunities.

## Responsibilities with reference to the wider school:



1. Understand and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the roles of other professionals
5. Attend and participate in relevant meetings as required
6. Where appropriate develop a relationship to foster links between home and school;
7. Liaise, advise and consult with other members of the team supporting the children as appropriate
8. Contribute to reviews of children's progress as appropriate
9. Set a good example in terms of dress, punctuality and attendance
10. Prepare and present displays of children's work as required
11. Undertake other duties from time to time as required by the Headteacher

***This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.***

# Bishop Chavasse C of E Primary School Person Specification

## Higher Level Teaching Assistant

Accountable to: Headteacher & SENDCo

Criteria	Essential	Desirable
GCSE Maths and English to grade C or above or equivalent.	Y	
Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist area; working at or towards professional standards for HLTA		Y
Willingness to undertake additional training as part of their professional development	Y	
Good literacy, maths and communication skills	Y	
Have necessary skills to manage and supervise a small group activities safely and be able to use a range of strategies to deal with pupil behaviour.	Y	
Other relevant qualifications- e.g. first aid, paediatric first aid, safeguarding,		Y
Current or recent experience of working with primary aged pupils in an education setting	Y	
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.	Y	
Working knowledge of relevant policies and codes of practice - e.g. Keeping Children Safe in Education, Safeguarding, health and safety, security, equal opportunities and confidentiality		Y
Strong interpersonal skills; ability to relate well to children and adults, understand their needs and able to respond accordingly.	Y	
An enjoyment of learning, both that of others' and your own	Y	
Ability to be pro-active about challenge and change	Y	
Ability to use ICT to support learning		Y
Personal resilience	Y	

### Guidance Notes for Applicants



Excellence together; transformative education for every child.

## Applications

Please send your completed application form to [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or to Recruitment, Bishop Chavasse School, 2A Baker Lane, Tonbridge, Kent TN11 0FB.

We encourage you to visit or arrange a telephone call at our school before you apply. Any applicants who would appreciate an **informal discussion** with Mrs Billing, SENDCO/Assistant Head, should email the school office to book a mutually convenient time: [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or telephone 01732 676040.

We look forward to receiving your completed application form.

## Start date

This post is offered to start on Monday 23<sup>rd</sup> February 2026 or sooner if possible, pending checks.

## Position

This is a permanent position, term time only (39 weeks a year plus 5 INSET days).

## Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

## Supporting Statement

The application form asks for a statement in support of your application.

The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

## Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have



been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

## **Qualifications**

If you are invited to interview you will be asked to bring documentary evidence of your relevant qualifications (excluding GCSE, "O" and "A" levels).

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates to the interview for checking.

## **Medical Information and Disclosure and Barring Service (DBS) Disclosure**

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

## **Childcare Disqualification Regulations 2009**

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.



Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)