



Crigglestone St James CE Primary Academy

Headteacher: Miss B Minor

St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY

Tel: 01924 251048

Enquiries: admin@stjamesacademy.co.uk

Teaching & Learning: assistanthead@stjamesacademy.co.uk

Safeguarding/Health & Safety/Attendance: safeguarding@stjamesacademy.co.uk

Special Educational Needs: senco@stjamesacademy.co.uk

www.stjamesacademy.co.uk

Registered Office: Crigglestone St James, St James Way, Crigglestone, Wakefield, West Yorkshire, WF4 3HY Registered in England No. 8097265 An Exempt Charity

Crigglestone St James CE Primary School 1 Permanent HLTA, 30.83 hours a week. To start Sept 2026

We are looking to appoint a qualified HLTA (Higher Level Teaching Assistant) to support teaching and learning at our school.

The post is dependent upon a clear enhanced DBS and references. This post is to start in Sept 2026.

Hours: 30.83 hours a week. Monday – Friday 8:40 – 3:20pm.

Pay Grade: Grade 7, scale point 19

Children are at the heart of what we do at Crigglestone St James CE Primary School. Crigglestone St James is a vibrant and popular school where children enjoy a rich and diverse range of experiences and achieve well in a caring and respectful environment.

We wish to appoint an HLTA to provide regular PPA cover in KS2 and absence cover across the school.

- Are you a friendly and enthusiastic person who can adapt to any given situation?
- Do you want to make a difference to the lives of children?
- Do you want to work with a warm and hard-working team who support each other?

Then this could be the role for you.

The role involves:

- Supporting and aiding children's learning as effectively as possible.
- Covering PPA and other absences throughout school.
- Use prepared planning to deliver lessons.
- Preparing any resources needed to support teachers and children with teaching and learning.
- Live mark and provide verbal feedback to children in the classroom in relation to progress and achievement. Complete marking of work done in book, liaise with the class teacher to arrange time to complete any marking where possible.
- Providing appropriate feedback to teachers on children's progress to inform planning.
- Support students consistently whilst recognising and responding to their individual needs.
- Knowledge of Read Write Ink (desirable)

If you are interested, please contact the School Business Manager for an application form and job description:

lhulme@stjamesacademy.co.uk or call: 01924 251048.

The deadline for receipt of application forms is Thursday 18 June 2026 @ 9am

Interviews will be held on Wed 24 June 2026

St James CE Primary Academy is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check and references.