A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

LAAT

St Wulfram's National Church of England Primary School

Higher Level Teaching Assistant (Fixed-Term)

Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

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. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.

THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.

Higher Level Teaching Assistant

(Fixed Term) – covering classes

SALARY

Grade 5 Points 12 – 15 £28,155 - £31,015 FTE
£10,460.58 - £11,523.17 Pro Rata

HOURS

16 hours per week, 39 weeks per year (Term time plus inset days)
Tuesday and Wednesday between 9.00am to 12.00pm and 1.00pm to 3.15pm
Friday between 8.30am to 12.15pm and 1.00pm to 3.30pm
(Includes a 15-minute unpaid break on all days)
Note there is some flexibility with days worked

START DATE

As soon as possible (until 31st August 2027)

LOCATION

St Wulfram's National Church of England Primary School

APPLICATION DEADLINE

Monday 16th November 2026 (midday)

INTERVIEWS

Wednesday 25th November 2026 (details to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact St Wulfram's National Church of England Primary School at enquiries@stwulframsnational.laat.co.uk or on 01526 888482

Please go to My Trust Careers to apply

Job Description

To complement the teachers' delivery of the national curriculum and contribute to the development of other students, school policies and strategies.

To provide support for students, the teacher and the school to raise standards of achievement for all, by utilising advanced knowledge of planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff and assist on the whole planning cycle and the management and preparation of resources.

To provide support for the student's welfare and support the inclusion of students in all aspects of school life.

To supervise whole classes during short-term absence of teachers.

Key Tasks and Responsibilities

Plan and prepare lesson with teachers, participating in all stages of the planning cycle, including evaluating and adjusting lesson plans.

Develop and prepare resources for learning activities.

Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Within an agreed system of supervision and within lesson framework, teach whole classes covering PPA.

Provide detailed verbal and written feedback on lesson content, student responses to learning and student behaviour, to teachers and students.

Motivate and progress students' learning by using clearly structured interesting teaching and learning activities.

Be familiar with lesson plans, IEP targets and learning objectives.

Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.

Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentially at all times.

Assist teachers in evaluating progress through a range of assessment activities.

Assist in maintain and analysing records of students' progress.

Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other support staff.

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Recognise and challenge any incident which forms abuse of equal opportunities, ensuring compliance with relevant school policies.

Understand and implement school child protection policies and comply with legal responsibilities.

Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

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Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent)	*	
Have HLTA status (or qualified teacher status) or similar experience	*	
Other relevant qualifications (e.g. Foundation degree in Education)		*
Experience of working within a Secondary School	*	
Recent experience of working with children of relevant age and contributing to learning and development	*	
NVQ in supporting teaching and learning		*
Previous experience of working as a HLTA		*
Planning and teaching individuals, groups and whole classes	*	
Training or expertise in a specialist curriculum area (eg ICT, maths or literacy)		*

Professional knowledge and understanding		
HLTA standards	*	
Relevant policies, codes of practice and legislation including safeguarding		
Understanding of planning requirements for pupils of differing ages and abilities	*	
Experience and knowledge of implementing effective behaviour management strategies	*	
Multi agency working		*
First Aid		*

Safeguarding Children		
Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

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Personal and Professional Skills and Attributes

Have effective oral and written communication skills	*	
Ability to form effective professional relationships including team working	*	
Have good organisational and time management skills	*	
Have sound ICT skills and the ability to apply this as required	*	
Be able to plan effective activities for pupils at risk of underachieving	*	
Develop their knowledge through the evaluation of their own learning needs	*	
Be able to work independently	*	
Remain calm under pressure and be able to adapt to change quickly	*	

Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	

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About St Wulfram's National Church of England Primary School

"SHOW FIRST IN DEEDS ALL THAT IS GOOD AND HOLY."

At St Wulfram's National Church of England Primary School, we value every individual with their own distinctive characters, gifts and abilities. We have at the heart of our work the belief that all children are loved by God and are intrinsically unique. We understand that children learn best when they are safe and happy, and we do our best to promote this. As we learn together in a supportive and nurturing school, we will thrive and be ready to face the challenges of life. For more information, please visit the school website where there is a wide range of information available about the school.

https://stwulframsprimary.co.uk

St Wulfram's Church of England Primary School is located in the heart of the bustling market town of Grantham. Nestled in the shadows of St. Wulfram's Church, this vibrant and diverse school has a rich history of providing strong church school education since 1859. Having historically been established as a Junior school, the school has recently undergone a significant change to be able to re-establish itself as a primary school and for the first time in its history has places available for all year groups across the primary age phase. This is an extremely exciting time to consider leading this wonderful school as you will be responsible for developing the offer for the future generations to come. If you feel that this could be your next step, we would love to hear from you.

What our Colleagues say about us…

‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme

Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond.

Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

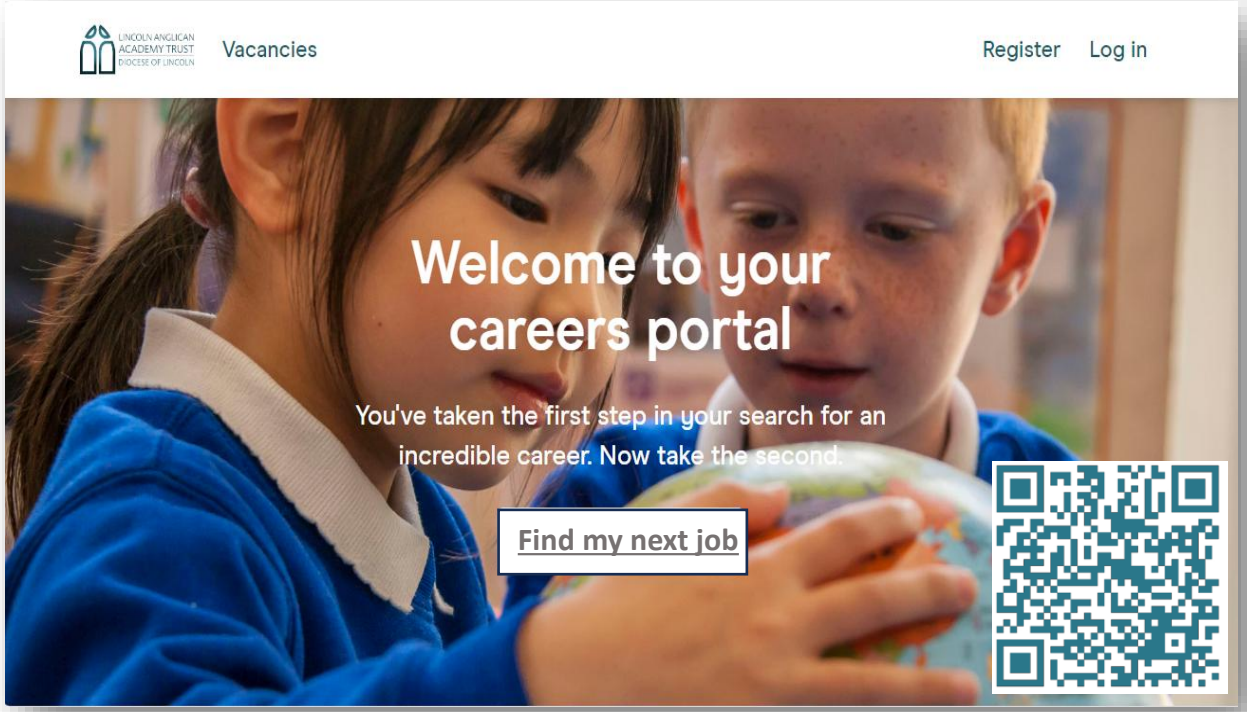
We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.