

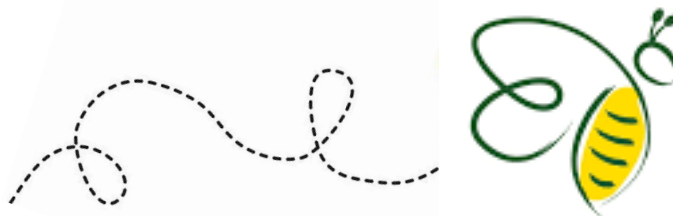


# Recruitment Pack



# Welcome to Bassett Green Primary School

Thank you for your interest in working with us. We are a friendly, caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of memorable and exciting learning opportunities both within and outside the classroom.



**This recruitment pack includes:**

## **Our School**

Brief outline of who we are and what we do

## **Bassett Green Primary School Vision and Values**

This document outlines the strength of the ambitions that we have for our school and our vision for all of the children in the school.

## **Job Advert and How to Apply**

Please ensure that your application relates to the correct advertisement and that you have been able to find details of how to apply with the correct form.

## **Job Description and Person Specification**

We aim to provide you with a clear indication of the role you are applying for. When completing your application, we ask you to relate your experience and skills to the Job Description and Person Specification in a clear and succinct manner.

# Headteacher's Welcome

Dear Applicant,

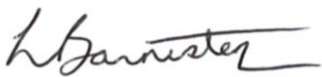
Thank you for showing an interest in the post advertised at Bassett Green Primary School.

Should you decide to apply for a position, you will be joining our school at an incredibly exciting time. The school is on a rapid school improvement journey and we are making great progress, we have established a solid foundation on which to build a truly excellent school. I am looking forward to appointing new team members with the drive, ambition and skills to help create the outstanding school, which our wonderful learning community rightly deserves.

We are proud to be a member of the Aspire Trust, which is a forward-thinking co-operative Trust. You will join a team of professionals who are welcoming, compassionate, highly motivated and will promote high expectations and aspirations. We refer to our school team as the Bassett Green family and a visit to our school will demonstrate why.

We look forward to welcoming you to Bassett Green Primary School and would highly recommend visiting our website where you can read our latest [Ofsted report](#). Here you will find plenty of content, including our [school prospectus](#).

With very best wishes,



Mrs Lucy Bannister  
Headteacher



## What Ofsted said



"Pupils love the curriculum "



"Pupils live and breathe the Bassett Green motto of be brave, be brilliant, be our best"



"Pupils beam with pride when they talk about the school"



"Pupils behave well in school and are polite and respectful to each other"

## Our School

Bassett Green Primary School is situated in the heart of the Bassett community. It benefits from a large site and grounds with ample space for learning and discovery. Every classroom features an interactive whiteboard and has been designed to be child-centered and empower independence. Lessons take place in a range of settings; from an ICT suite to our 'Nurture Reserve' sensory garden, to one of our two well equipped libraries. We also have numerous learning spaces suitable for small group activities.

We are a close-knit community and our family ethos is important to us. We have 14 classes, an IT suite, 2 libraries and large grounds. Children start their journey with us when they are 4 years old and continue until the age of 11 before transitioning to secondary school.

## Our Children

At Bassett Green Primary School we value the uniqueness of all our children and establish an ethos that develops the 'whole child'. Children are encouraged to be inquisitive, lifelong learners. Our dedicated staff recognise and support a diversity of needs relating to learning, health, mental wellbeing, behaviour, emotional and physical requirements, ensuring all our children feel safe, secure and are able to 'Be Brave, Be Brilliant and Be our Best'.

## Aspire Trust

Bassett Green Primary School is part of the Aspire Community Trust. We are a small group of nine schools who formed a Trust in 2017 to further make a difference to the lives of our children, their families and our staff. Further information can be found on the [trust website](#).



## What do our staff say?



"I love the community feel of the school. I love the diversity of the children and adults; it feels like a real family. We always pull together and work tirelessly to ensure that the children are getting the best education they can have."



"There is an amazing team spirit with the entire school staff and a great feeling of working within a community that really cares about the wellbeing and education of each and every child."

## What do our children say?



"There are lots of clubs to do with friends and use up energy!"



"The trips are great experiences to help us with what we're learning about."

## What do our parents say?



"...The core to a successful school is the leadership team, and it's clear the leadership team at Bassett Green School is like no other. And it does not end there, every single member of staff is amazing, their commitment and dedication is of a very high standard."



"The teachers and staff work tirelessly... we're so very grateful for everyone's hard work."



"I cannot explain in words how happy I am that my kids are at Bassett Green School."

## What we can offer you



A school ethos where staff, children, parents and families are valued



An ambitious, forward thinking and supportive team of staff and senior leaders



A vibrant, multi-cultural working environment



The chance to be part of an exciting school improvement journey, which will make a real impact and change the life chances of children in our community



Extensive opportunities for professional development both in-house and across our Co-Operative Trust- Aspire









A family ethos where everyone's well-being is important, with a wellbeing package available to all staff





## Our Curriculum Vision

At Bassett Green Primary School, we all have the chance to shine and achieve ambitiously in our curriculum, which is:

-  Framed by British values and personal development
-  Knowledge rich to help us know and remember more
-  Enjoyable, aspirational and cross curricular
-  Purposeful and related to the community we live in
-  Full of unforgettable moments in and outside of school
-  Preparing us to be resilient innovators and problem-solvers of the future






Our children have the opportunity to thrive in a rich curriculum, which builds on their prior learning in a range of exciting and engaging ways. We have designed our curriculum to be cross-curricular to help our pupils to make important links in their learning, and to be meaningful, so that children understand the relevance of their learning. Enrichment experiences form an integral part of the curriculum at Bassett Green Primary School. There are many opportunities for children to deepen their understanding through visits and visitors, special hands-on 'hook' days, arts weeks, outside learning and sporting activities.



# Vision and Values

At Bassett Green Primary School, each child is at the heart of all that we do. We aim to guide and support children's development, shaping them for life as well as giving them the essential tools for learning.

We aim to:

-  Inspire a passion and thirst for memorable learning and lifelong learning
-  Provide our community with the best life chances to thrive and achieve
-  Give children the knowledge, skills and values to succeed
-  Enable all to make a positive impact within the community and the wider world
-  Ensure every child is successful at school and beyond.

Our four core school values have been developed in consultation with our children, parent's staff and governors. They underpin everything that we do in our school they are Respect, Challenge, Resilience and Teamwork.





# Higher Level Teaching Assistant Vacancy – Fixed Term Maternity Cover

**Pay Scale:** Grade 7 £32,061-£36,362 FTE (£25,139-£28,511 Actual)

**Working hours:** 08.00am -3.30pm Monday to Friday, term time only

**Contract type:** Fixed Term Maternity Cover

**Start date:** TBC

Are YOU committed to supporting children of all abilities to achieve their very best?

Would you like to work in an exciting and inclusive multi-cultural school, with excellent professional development opportunities and a supportive working environment?

Bassett Green Primary School is looking for a dynamic, enthusiastic Higher Level Teaching Assistant to join our team of support staff as we continue our journey of school improvement.

## **The successful candidate will:**

- Be able to build relationships with children from a variety of backgrounds, and differentiate work to cater for children with SEN or EAL.
- Be flexible and adaptable to meet the needs of the children in their class.
- Be an excellent role model, with strong communication and organisational skills
- Have good English and Maths skills
- Have HLTA status, but applications are welcome from experienced Teaching Assistants working towards or looking to work towards this qualification

Please note; It is a requirement that all candidates wishing to apply for HLTA status must have, and be able to provide evidence of, level 2 (equivalent to GCSE A\*-C grade) qualifications in both Maths and English.



# Job Description

## **Purpose of the job:**

- To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability.
- To complement the professional work of teachers by taking responsibility for agreed learning activities
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

## **Key accountabilities:**

- To assess the needs of pupils and use specialist skills and knowledge to work with individuals or groups of children, as directed by the class teacher and/or SENCo, supporting subjects and learning interventions across the whole curriculum and developing Behaviour Support Plans;
- To establish supportive, caring and secure relationships with the children, promoting respect and self-esteem and a positive, inclusive whole school ethos;
- To provide class teaching cover (both planned and unplanned) using lesson plans prepared by the class teacher;
- To understand and respond to the specific academic, physical and emotional/behavioural needs of individuals and groups of children;
- To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for pupils, including those with specific learning needs;
- To select and prepare resources necessary to lead learning activities to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them;
- To help, support and motivate the children, encouraging independent learning and enabling learning targets and outcomes to be achieved;
- To monitor and record pupils' progress, mark work, provide relevant feedback to teachers and contribute to reports to parents where appropriate;
- To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
- To manage other Teaching Assistants (performance management, training, deployment);
- To assist with general school duties including setting up classrooms, preparing resources, tidying and clearing away, supervision of children during playtimes and supervision of children entering and leaving school premises
- To effectively cover and deliver the planned lessons in the absence of the teacher

**Supporting the school:**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

**Other duties:**

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

# Person Specification

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<b><u>KNOWLEDGE</u></b>  At least 2 years' experience of working with/ guiding the learning of children within a school setting  A good understanding of the school curriculum, and the day to day running of a school  Understanding of school administration systems and procedures and proven administrative experience/ability  <b><u>Qualifications:</u></b>  NVQ 3 or above in a relevant discipline, plus at least GCSE Grade C in English and Maths  HTLA qualification	To take a lead role in learning activities as set by the class teacher for individuals or groups of pupils	Essential	5
	To support the class teacher in the delivery of learning activities for individuals or groups of pupils;	Now	4
	To help ensure accurate record keeping, monitoring and data collection in respect of pupils' attendance and attainment;	With training in specific systems  Now	3  5
	To organise learning materials and pupil resources that support classroom activities	Essential	5
	To provide the theoretical framework and context to undertake the responsibilities of a HTLA	Highly desirable now (or must be willing to train)	4
<b><u>MENTAL SKILLS</u></b>  Ability to observe, monitor and analyse learning and learning	To review pupil performance data analysing trends and	Now	4



outcomes in a practical context	identifying where intervention is required to improve performance and attainment	Desirable	2
Creative ability	To create learning materials, displays and pupil resources that support classroom activities		
<b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b>			
Ability to communicate information and ideas effectively to a range of audiences, including children with specific learning and/or behavioural needs, through good written and oral communication skills	<p>To lead class room based learning for pupils</p> <p>To support the teacher in the preparation of information and materials to be used in discussions of pupil progress with individual pupils, groups and parents/carers as required</p>	Now	5
Ability to maintain children's interest and motivation for learning and to maintain discipline	To develop and maintain effective working relationships with colleagues, pupils and "partners" of the school (Parents, PSA, Governors, Visitors)	Now	5
Ability to work well as a member of a team	<p>To work with individuals and groups of children; encourage good behaviour; and deal with any problems arising from breaches of the school's disciplinary rules</p> <p>To support colleagues and maintain effective working relationships</p>	Now	5
<b><u>PHYSICAL SKILLS</u></b>			
Ability to make and use	To support the	Desirable, not	

a variety of resources	classroom learning and assist children with creative work	essential	2
<b><u>INITIATIVE &amp; INDEPENDENCE</u></b>  Ability to use own judgement and initiative	To work alone with individuals or groups of children and to deal with unexpected/unusual situations or problems  To advise/support Teaching Assistants	With support & training	4
<b><u>PHYSICAL DEMANDS</u></b>  Limited			
<b><u>MENTAL DEMANDS</u></b>  Awareness of needs/demands of young children and how they act/react  Ability to deal with interruptions and unexpected peaks in workload	To react to children's needs and demands and to ensure their safety and welfare  To take charge/supervise classes or groups of children  To cope with situations where several children require attention at the same time	Now  Now	4  4
<b><u>EMOTIONAL DEMANDS</u></b>  Ability to work with, support, understand and empathise with children	To work with individuals or groups of children of all abilities (including the very able and those with specific learning difficulties)  To work with children who require special/additional support due to physical	Now	5

	and / or emotional needs		
<b><u>RESPONSIBILITY FOR PEOPLE</u></b>  Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school;  To maintain appropriate levels of confidentiality and data security in respect of personal / pupil / colleague information;	Now	5
<b><u>RESPONSIBILITY FOR SUPERVISION</u></b>  Supervisory skills	To plan and prioritise the work of the Teaching Assistants and supervise them in line with agreed Performance Management framework	With support	4
<b><u>FINANCIAL RESPONSIBILITY</u></b>  N/A			
<b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b>	Some responsibility for safe and secure storage of materials and resources		



# How to Apply

This vacancy will be subject to SCC Safer Recruitment procedures, including an enhanced DBS Check. We will also conduct online searches of shortlisted candidates, in line with our safeguarding checks and the updated guidance 'Keeping children safe in education'.

Please contact the HR Admin Officer, Elizabeth Davies, via email [recruitment@bassettgreen.net](mailto:recruitment@bassettgreen.net) if you would like to discuss the role in more detail, or to arrange a tour of the school.

**Closing Date: Friday 06<sup>th</sup> March 2026**

Interviews will be conducted on school site. Interviews will be held on Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> March 2026. To submit an application, please complete the application form, which can be found on our website [www.bassettgreen.net/vacancies](http://www.bassettgreen.net/vacancies) and email it to [recruitment@bassettgreen.net](mailto:recruitment@bassettgreen.net)





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