



# NORBRECK PRIMARY ACADEMY

## JOB APPLICATION PACK

### HLTA (two positions available)



<b>Required from:</b>	1 <sup>st</sup> September 2026
<b>Scale:</b>	Grade E, Point 12-17
<b>Salary:</b>	£27,711- £30,060 pro-rata (FTE)
<b>Contract Type:</b>	Temporary (1 year). Will be reviewed
<b>Hours:</b>	35 hours (Monday- Friday: 8.30am- 3.30pm) Term Time
<b>Closing Date:</b>	Wednesday 17 <sup>th</sup> June 2026

# NORBRECK PRIMARY ACADEMY

*Whatever we do, we do it well.*

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# Headteacher's Welcome

Dear Applicant,

Thank you for your interest in joining Norbreck Primary Academy as a Higher Level Teaching Assistant (HLTA).

Norbreck Primary Academy has an excellent reputation within the local community, with parents and professionals recognising the high standards we set and the positive outcomes we achieve for our children. We are proud to be a large, inclusive school where every child is valued, supported, and encouraged to reach their full potential.

Our staff are dedicated, skilled, and professional, working collaboratively to ensure the very best learning experiences for all pupils. At Norbreck, every member of staff plays a vital role in shaping children's academic success and personal development.

Our motto, *"Whatever we do, we do it well,"* underpins everything we do. We expect both staff and pupils to demonstrate our core values of hard work, resilience, kindness, respect, and enthusiasm. Being part of the Norbreck team means striving for excellence and taking pride in your contribution to school life.

We are currently seeking to appoint two enthusiastic and committed Higher Level Teaching Assistants. The successful candidates will work under the direction of teaching staff to:

- Deliver high-quality learning experiences for pupils
- Provide effective classroom cover during teachers' Planning, Preparation and Assessment (PPA) time
- Support pupil progress, attainment, and wellbeing
- Work collaboratively as part of a committed and supportive team

This is an exciting opportunity for skilled practitioners who are passionate about teaching and learning, and who can demonstrate initiative, flexibility, and a strong commitment to improving outcomes for children.

If you share our vision and are dedicated to supporting the care, welfare, and development of every child, we would be delighted to receive your application.

Yours faithfully,

Ian Cooper  
Headteacher



# Junior Leadership Welcome

Hello!

A warm welcome from the Junior Leadership Team.

We are excited to learn more about you and why you think you would be a great Higher Level Teaching Assistant at our school.

We're looking for someone who fulfils our Norbreck Core Values: Resilient, Enthusiastic, Hard-Working, Kind & Respectful.

We would like someone who is easy to approach, trustworthy and helps us to do well.

You should make us feel safe.

Are you the chosen one?!

Best wishes and good luck,

Chloe

Frankie

Lara

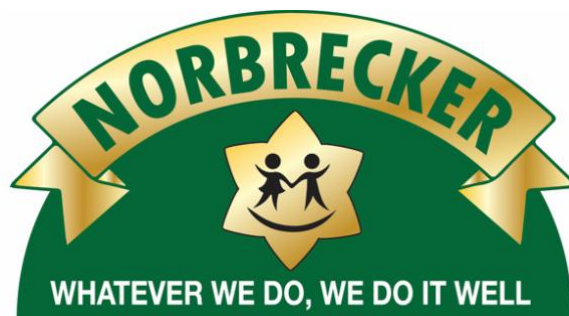
George

Head Girl

Head Boy

Deputy Head Girl

Deputy Head Boy



  
**ENTHUSIASTIC**

  
**HARD WORKING**

  
**KIND**

  
**RESILIENT**

  
**RESPECTFUL**

# About Norbreck Primary Academy

Norbreck Primary Academy is a three-form entry primary school serving the Norbreck community to the north of Blackpool. Norbreck Primary School was opened in 1934 and converted to an academy in 2012. The school is almost unrecognisable for the original 1934 building, benefiting from major redevelopments over the years.

Families and visitors often comment on our friendly, approachable 'family atmosphere', and we are proud to call ourselves 'Norbreckers'. We have been at the heart of the community for 90 years and we have a strong reputation for providing a quality broad and balanced education and experiences for all our children.

Our school motto is 'Whatever we do, we do it well', a philosophy and desire that underpins every aspect of school life and the ambition we have for our children.



# JOB DESCRIPTION

## Job details

<b>Scale:</b>	Grade E, Point 12-17
<b>Salary:</b>	£27,711 – £30,060 pro-rata (FTE) Actual salary £21,919 - £23,777
<b>Contract Type:</b>	Temporary (1 year)
<b>Hours:</b>	35 hours per week (Monday- Friday: 8.30am – 3:30pm) Term Time, plus 2 INSET Days
<b>Reporting to:</b>	SLT, Class Teachers
<b>Responsible for:</b>	Under the direction of a teacher, working in a team to provide cover for class teachers whilst they take their weekly entitlement to Planning, Preparation and Assessment (PPA) Time.
<b>Liaising with:</b>	SLT, Teaching Staff, Support Staff and Parents

## Main purpose

The Higher Level Teaching Assistant (HLTA) will:

- Deliver high-quality learning experiences for pupils
- Provide effective classroom cover during teachers' Planning, Preparation and Assessment (PPA) time
- Support pupil progress, attainment, and wellbeing
- Work collaboratively as part of a committed and supportive team

## Duties and responsibilities

**Supporting pupils:**

- Build positive, professional relationships with pupils, promoting independence, resilience and high expectations
- Use a range of strategies to support pupils' learning, including those with additional or complex needs
- Support pupils' academic, social, emotional, and mental health needs, escalating concerns in line with safeguarding procedures
- Manage behaviour effectively and consistently in line with the school's behaviour policy

## Teaching and learning

- Deliver high-quality learning activities for whole classes during teachers' PPA time, in line with agreed planning and school curriculum expectations working from teacher planning (but can adapt it)
- Adapt lessons to meet the needs of all pupils, including those with SEND, ensuring inclusion and engagement
- Assess, record, and report on pupil progress, providing feedback to teaching staff to inform next steps in learning
- Establish and maintain a positive, purposeful, and well-managed learning environment
- Contribute to the overall ethos, aims and work of the school

## Working with Staff and Contributing to the Team

- Work collaboratively with teaching and support staff to ensure continuity and consistency of learning across classes
- Contribute to planning discussions and share feedback on pupil achievement, behaviour and wellbeing
- Support the implementation of individual targets, including Plan, Do, Review (PDR) documents and Education, Health and Care Plans (EHCPs) where appropriate
- Contribute to the wider life, ethos, and values of the school

## Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

## Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

**Norbreck Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**

# PERSON SPECIFICATION

Category	Criteria	Essential/ Desirable	Source A- APPLICATION I- INTERVIEW R- REFERENCE T- TASK/ OBSERVATION P- PRESENTATION
<b>Qualifications and Training</b>	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	E	A
	Qualifications relevant to role	D	A, I
	NVQ Level 4 (or higher) or commitment to complete Level 4 course	E	A, I
	First-aid training, or willingness to complete it	D	A, I
<b>Experience</b>	Experience working in a school environment or other educational setting	E	A, I
	Experience working with children / young people with special educational needs (SEND)	D	A, I
	Experience planning and delivering learning activities	E	A, I
	Experience of planning and leading teaching and learning activities (under supervision)	E	A, I
<b>Skills and Knowledge</b>	Good literacy and numeracy skills	E	A, I
	Good organisational skills	E	A, I
	Ability to build effective working relationships with pupils and adults	E	A, I
	Skills and expertise in understanding the needs of all pupils	E	A, I
	Knowledge of how to help adapt and deliver support to meet individual needs	E	A, I
	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D	A, I
	Excellent verbal communication skills	E	A, I
	Ability to work as part of a team and to be flexible in their approach to daily routines	E	A, I
	Active listening skills	E	A, I
	The ability to remain calm in stressful situations	E	A, I
	Knowledge of guidance and requirements around safeguarding children	E	A, I
	Good IT skills, particularly using IT to support learning	E	A, I
	Understanding of effective teaching methods	E	A, I
	Knowledge of how to successfully lead learning activities for a group or class of children	E	A, I
Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	E	A, I	
<b>Personal Qualities</b>	Enjoyment of working with children	E	A, I
	Sensitivity and understanding, to help build good relationships with pupils	E	A, I
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	A, I
	Commitment to maintaining confidentiality at all times	E	A, I
	Commitment to safeguarding pupil's wellbeing and equality	E	A, I
	Resilient, positive, forward looking and enthusiastic about making a difference	E	A, I
	Capacity to inspire, motivate and challenge children and young people	E	A, I

# Pay and Conditions

## Safer Recruitment

Norbreck Primary Academy is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous process that includes assessing candidates' suitability to work with children.

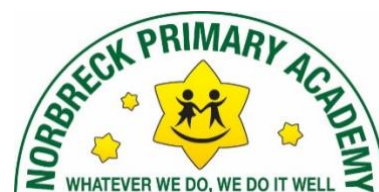
We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. All staff are required to hold an enhanced DBS Disclosure. To comply with Safer Recruitment Guidelines, CVs will not be accepted. Appointment will be made subject to satisfactory references, DBS and Medical clearance procedures

## Equal Opportunities

We believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study at the school have the right to be respected and valued within a safe and secure environment and not be discriminated against on the grounds of age, class, race, disability, sexual orientation religion or belief.

The successful applicants will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits.

New entrants to Norbreck Primary Academy are subject to a six-month probationary period.



# Application Procedure

Application forms are available on the school website:

<https://www.norbreck.blackpool.sch.uk/page/?title=Vacancies&pid=30>

Completed application forms and covering letters should be returned by email to:

[admin@norbreck.blackpool.sch.uk](mailto:admin@norbreck.blackpool.sch.uk) or by post to:

Mr. Ian Cooper (Headteacher)  
Norbreck Primary Academy  
Norbreck Road  
Thornton-Cleveleys  
FY5 1PD

**Closing Date:** Wednesday 17<sup>th</sup> June 2026

**Shortlisting:** Friday 19<sup>th</sup> June 2026

**Interviews:** Wednesday 24<sup>th</sup> June 2026

Applicants are advised that following shortlisting they will be contacted with further details about the interview process.

Please contact the school on 01253 852219 or email [admin@norbreck.blackpool.sch.uk](mailto:admin@norbreck.blackpool.sch.uk) for further information.

Thank you for the interest you have shown in this vacancy.

