



Stamford Green  
Primary School and Nursery



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

*Working together to be the best we can*

## Higher Level Teaching Assistant (HLTA)

### Support Staff Application Pack 2025 - 2026

Headteacher: Louise Druce  
Chair of Governors: Rebecca Jennings



# Stamford Green

## Primary School and Nursery



Dear Applicant,

### **Come and join our team**

Thank you for your interest in working at our school. Stamford Green is a three form entry primary school and nursery providing a friendly, dynamic and exciting place to learn and work.

We are looking for innovative, creative and enthusiastic HLTAs to join the Stamford Green family. Successful candidates will be committed practitioners, capable of providing high quality teaching and learning support, with substantial experience of working in a primary school environment. You will be joining a supportive team of staff who passionately believe in providing the best education for our children. HLTAs will be primarily attached to a year group but may be required to work in other areas of the school. We currently have vacancies for HLTAs in Reception and Key Stage 2.

In return we can offer you:

- training and support to gain your HLTA qualification if needed
- a friendly, supportive environment
- excellent facilities
- a comprehensive induction programme
- a strong commitment to staff wellbeing including:
  - special leave policy that supports family life
  - cashback healthcare scheme
  - employee assistance programme
- membership of the Local Government Pension Scheme

As a school we are committed to continuing professional development for all our staff both through mentoring, coaching and support and the provision of formal training. To support the well-being of our staff we provide a generous special leave policy and health cover for staff which provides a range of services including health screening, GP telephone and video consultations, physiotherapy, counselling and private medical operations for certain conditions.

The recruitment process will include a formal interview as well as a teaching task. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Beth Saunt, School Operations Leader [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk) or 01372 725383.

Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our school's safeguarding policy can be viewed on our website [here](#). As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. On-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

A handwritten signature in black ink that reads "Louise Druce".

Louise Druce  
Headteacher



## Our School Motto

*Working together to be the best we can*

## Our School Vision

To be a continually improving learning community for all, where children realise their potential.

This is brought to life through our seven commitments, to each child, during their journey with us:



**Inspiring** - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.



**Happiness** - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.



**Achieving** - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.



**Values** - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*



**Ambition** - We constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.



**Learning** - It is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.



**Togetherness** - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. We recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



## Application Information Higher Level Teaching Assistants (HLTAs)

To start 1 September 2026  
Fixed Term -1 Year (with possibility for extension)

36 hours per week  
39 weeks per year  
(term time only plus INSET days)

Daily Hours				
Monday	Tuesday	Wednesday	Thursday	Friday
8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm	8.00am – 4.00pm

Breaks will be unpaid. On days that you are teaching a whole class breaks will be 50 minutes. On days where you are not teaching a whole class breaks may be less (minimum 30 minutes) and your finish time will be adjusted accordingly.

You will also be required to attend two CPDL sessions per half term on Wednesdays from 3.30pm – 5.00pm for which additional hours will be paid.

### Salary and benefits

The salary for qualified HLTAs will be within Surrey grade PS6, currently £30,647 - £32,867 full time equivalent (pay award pending). Pro-Rata salary, £26,365 - £28,275. You will also be eligible to join the Local Government Pension Scheme. If you are appointed to the role prior to qualification, the salary will be within Surrey grade PS4, currently £25,052 - £26,825 full time equivalent (pay award pending). Pro-Rata salary, £21,552 - £23,077. Upon qualification, the salary will increase to PS6 as above.

The successful applicant will be eligible for the school's healthcare plans including a cashback plan for a range of services including dental, optician, podiatry and physiotherapy as well as health screening, GP telephone and video consultations, counselling and private medical operations for certain conditions.

### Recruitment Process

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Beth Saunt, School Operation Leader – [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk).

Completed applications forms must be returned by 9.00am on Tuesday 9 June 2026 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to [b.saunt@stamford-green.surrey.sch.uk](mailto:b.saunt@stamford-green.surrey.sch.uk). Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we would recommend that you submit your application as soon as possible.

We will contact you by email or telephone by Wednesday 10 June 2026 if you are being invited for interview. If you do not hear from us please assume that your application has not been successful. Interviews will be held on Monday 15 June 2026.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

#### Other Information:

- Stamford Green is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, on-line checks will be carried out prior to interview and to facilitate this, shortlisted candidates will be asked to provide details of their on-line presence.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.
- Please indicate in your application if you are interested in working with a particular age group. We have vacancies for Reception and Key Stage 2.



# Stamford Green Primary School



## Job Description

### Higher Level Teaching Assistant (HLTA)

39 weeks per year (term time including INSET days)  
Full Time – 36 hours per week

Salary: Grade PS6 (or PS4 if unqualified)

#### Job Purpose:

- Provide high-quality class cover for PPA and other release time under the overall direction of the Headteacher.
- Deliver targeted support for identified pupils, individually or in small groups, to accelerate progress.
- Follow all school policies to meet the learning, care and safeguarding needs of children.
- Work collaboratively with teaching and support staff to uphold the school's vision and motto:
  - **Vision:** *To be a continually improving learning community for all, where children realise their potential.*
  - **Motto:** *Working together to be the best we can.*

**Accountability to:** Deputy Headteacher

#### Professional Responsibilities

- Uphold the school's curriculum, values and policies at all times.
- Maintain a professional, positive and proactive approach in all aspects of the role.

#### Curriculum Support

- Deliver planned learning experiences as directed by the class teacher.
- Promote inclusion and ensure all pupils feel valued and supported.
- Respond to individual learning needs and provide appropriate scaffolding.
- Encourage cooperative learning and active engagement in lessons.
- Organise and maintain an effective learning environment and appropriate resources.
- Prepare and adapt resources that reflect pupils' interests, language and cultural backgrounds.
- Use a range of teaching and learning strategies to support progress and communicate expectations.
- Monitor and evaluate pupils' learning and contribute to planning and assessment in line with the school's Assessment Policy, which includes marking and feedback,

- Provide feedback to children, teachers and the Inclusion Leader as required.
- Use relevant strategies to support behaviour management, following the school's behaviour policy.
- Accompany pupils on school visits and support learning in unfamiliar environments. The timing of such visits may overrun the school day.
- Contribute to school priorities within the Raising Achievement Plan.
- Assist with the supervision of tests and assessments.
- Reinforce learning during group work or individual support sessions.

### **Management of Pupils**

- Welcome children to school and supervise them until the start of the school day as part of the government's universal breakfast club offer.
- Build and maintain positive, respectful relationships with pupils.
- Support behaviour in a manner that considers pupils' personal, social and emotional needs.
- Implement rewards and sanctions in line with school policies.
- Promote a calm, purposeful and well-disciplined learning environment.
- Supervise children at lunch and break times on a rota.

### **Teamwork & Collaboration**

- Work effectively as part of a team, sharing information, ideas and expertise.
- Participate in INSET days and ongoing professional development and learning.
- Liaise professionally with parents, carers and external professionals in accordance with school procedures.
- Contribute positively to a supportive and collaborative staff culture.

### **General Duties**

- Act as a positive role model and uphold high expectations.
- Follow all safeguarding procedures and maintain confidentiality at all times.
- Engage in staff development and learning opportunities.
- Apply school policies consistently and adapt to changes arising from school or government developments.
- Participate in wider school community events and Opportunities and Thrive experiences when required.
- Undertake any additional duties reasonably assigned by the Headteacher.
- Promote and uphold the vision and ethos of the school in all aspects of work.

### **Safeguarding Statement**

Stamford Green Primary School & Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and satisfactory references. Stamford Green is an equal opportunities employer.

**Stamford Green Primary School and Nursery**  
**Person Specification**  
**Higher Level Teaching Assistant (HLTA)**

<b>Category</b>	<b>Criteria</b>	<b>E/D</b>
<b>Qualifications &amp; Training</b>	Good standard of general education	E
	GCSE English & Maths Grade C/4 or above (or equivalent)	E
	HLTA qualification or commitment to achieving it	E
	Commitment to Continuous Professional Development and Learning	E
	First Aid Certificate	D
<b>Skills, Abilities &amp; Personal Qualities</b>	Passion for the role and enthusiasm for whole-school life	E
	Ability to build positive relationships with pupils and families	E
	Professional, warm manner and pride in high-quality work	E
	Integrity, loyalty and ability to maintain confidentiality	E
	Resilience and a proactive, 'can-do' approach	E
	Ability to work to tight deadlines	E
	Commitment to the school motto: <i>Working together to be the best we can</i>	E
	Excellent verbal and written communication skills	E
	High presentation standards and attention to detail across the whole learning environment including classroom displays and children's books.	E
	Strong teamworking skills	E
	Willingness to undertake further professional development	E
	Ability to multitask, prioritise and manage conflicting demands	E
	Ability to adapt positively to change	E
	Willingness to work occasionally outside normal hours	E
	Reliable, organised and able to work effectively and innovatively	E
	Flexible approach to working	E
	Commitment to equal opportunities and understanding of their application in schools	E
<b>Experience &amp; Professional Knowledge</b>	Experience working within the Primary age range	E
	High level of computer literacy and willingness to embrace new technology	E
	Knowledge of EYFS and/or National Curriculum	D
	An ambition to provide teaching and learning opportunities which ensure strong outcomes for your children.	D
	Knowledge of differentiation to support and challenge all learners.	D
Ability to manage behaviour positively and consistently in line with school policies.	E	

E = Essential

D = Desirable