



Job Application Pack

Beaufort Primary School

Higher Level Teaching Assistant (HLTA)
32.5 Hours
Start Date: 1st September 2025
Contract Type: Term Time Only, Permanent
Salary: Grade G, SP 21-25

Closing Date: Wednesday 25th June 2025 (10am)
Interview Date: Wednesday 2nd July 2025

Beaufort Primary School

‘BRAVE’

Dear Candidate,

Thank you for showing an interest in the role of HLTA at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Beaufort Primary School in Derby. We are looking for a creative candidate who is dynamic and can cope with the occasional bump in the road!

We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.

Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

Each of our academies is unique and has their own values to provide our children with the opportunities they deserve. At Beaufort our values are based on our 'BRAVE' Curriculum: Brilliant Beaufort Minds, Respectful Relationships, Amazing Attitudes, Varying Vocabulary and Everyone is Equal.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Kate Beecroft
Headteacher
Beaufort Primary School

Beaufort Primary School

'BRAVE'

About the school

At Beaufort Primary School our vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.

The aims provide the overall direction in which Beaufort Primary School wishes to move and provide the essential context within which our school vision can develop the curriculum and the ethos of the school can be achieved. They are built on the values and vision and summarise how the vision can be realised.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



Beaufort Primary School

'BRAVE'

Job Description – HLTA

Application Details

We are looking for an enthusiastic HLTA to join our team here at Beaufort Primary School. We need ambitious and driven candidates with a passion for helping children learn effectively. Everyone who visits our school comments on the calm atmosphere, the enthusiasm our children have for learning and the great sense of team amongst staff and children alike.

At Beaufort we value every individual and put our children at the heart of everything we do. If you think this sounds like you then come and visit us to see for yourself. Visits are positively encouraged, please phone or email to arrange a mutually convenient appointment. Find out if we're right for you! Contact Holly Hassall on 01332 347275 or email h.hassall@beaufort.odysseyct.org.uk.

Odyssey Collaborative Trust is committed to safeguarding and promoting the welfare of children. We follow safer recruitment procedures and will require an enhanced DBS clearance and references from current and past employers. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Beaufort Primary School which clearly demonstrates your suitability for this role. Applications can be submitted via email to h.hassall@beaufort.odysseyct.org.uk, or by post, for the attention of Holly Hassall, to the following address: Beaufort Community Primary School, Hampshire Road, Chaddesden, Derby, DE21 6BT.

Wherever possible, please provide work email addresses for your referees.

Closing Date

Please ensure your application form arrives by Wednesday 25th June 2025 (10am)

Interviews for the role will be held Wednesday 2nd July 2025

Our privacy notice can be found at <https://www.odysseyct.org.uk/gdpr/>

Beaufort Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

*We are committed to equality of opportunity in employment and services
Beaufort Primary School is part of the Odyssey Collaborative Trust*

All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Odyssey Collaborative Trust welcomes applications from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Main Activities

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- Support pupils during lunch and break times to ensure health and safety compliance and provide pastoral support as necessary
- Cover classes during teacher absences and for PPA

Specific Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Support and adhere to school's safeguarding policies and practices
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Support health and safety of all pupils e.g. via administration of First Aid as necessary and appropriate to training
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (with support e.g. planning) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning
- Maintain own CPD to inform good practice
- A strong knowledge of strategies to support the teaching of reading

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

Health and safety

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

Professional development

- 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

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community Respect individual differences and cultural diversity

Safeguarding

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to this role in our school
- To be fully aware and compliant to 'Keeping Children Safe in Education' and the school's 'Safeguarding and Child Protection' policy
- To ensure that the Headteacher or Designated Safeguarding Lead is made aware and kept fully informed of any concerns which may arise in relation to safeguarding and/or child protection

Equal Opportunity The post holder will be expected to carry out all duties in the context of and in compliance with Odyssey Collaborative Trust's Equal Opportunities Policies.

Person Specification

Post Title: Higher Level Teaching Assistant
Hours: 32.5 Hours
Salary: Grade G, SP 21-25

Person Specification Higher Level Teaching Assistant	Essential	Desirable
Qualifications and Experience		
HLTA status or equivalent	X	
GCSE Grade C or above or equivalent in Maths or English	X	
Specialist Skills/Training in Curriculum or Learning e.g First Aid, Phonics		X
Relevant Degree		X
Understanding of how schools work – Key Stages, Assessment, SATS	X	
At least 3 years' experience working knowledge and experience of implementing the requirements, guidance and other relevant learning programme/strategies	X	
Specific Skills		
Ability to form and maintain appropriate professional relationships with children, teachers, support staff, parents/carers, governors, external professionals and agencies	X	
Support for Pupils		
Ability to assess the needs of children and use detailed knowledge and specialist skills to support their learning	X	
Ability to organise and manage an appropriate learning environment and resources	X	
Support for Teachers		
Ability to plan challenging teaching and learning activities with the support from the teacher	X	
Ability to monitor, assess and report on pupil performance and development	X	
Ability to model exemplary practice in terms of inclusion and supporting children with special educational needs and their families	X	
Support the Curriculum		
Ability to prepare and use ICT resources effectively to support learning	X	
Ability to deliver local and national strategies	X	
Working knowledge of: Intervention Strategies and Programmes SEND Code of Practice School/National Assessment Systems for Key Stage 2		X
Communication		
Excellent communication skills both written and spoken	X	
Ability to liaise with parents, other professional and outside agencies	X	
Professional Development		
Constantly improve own practice/knowledge through self evaluation, appraisal and learning with/from others	X	
Willingness to participate in all forms of professional development	X	



Personal Qualities		
Friendly, professional, smart and flexible	X	
A commitment to improving the academic standards of all children	X	
Commitment to equalities issues and to social inclusion	X	
Ability to work independently and as part of a team	X	
Ability to organise, lead and motivate others/a team	X	
Ability to supervise/manage work/development of some other support staff, volunteers	X	