



HLTA - Cheam Common Junior Academy Autumn 2023

	HLTA - Cheam Common Junior Academy
Salary range	Support staff grade 5/6; Range of scale points 11-20 Outer London weighting
Full time equivalent range	£27,357 - £31,731 (Based on 36 hours per week, all year round) Dependant on experience
Actual range	25 hours £16,150 - £18,732
Contract	Permanent; Part time, Term time & 3 additional days
Working Pattern	09:30 - 15:00 with 30 minute unpaid break
Closing Date for applications:	Ongoing
Interviews to be held:	As applications are received
Start Date	04 September 2023

We have an exciting opportunity for either a Higher Level Teaching Assistant (HLTA) to join our hardworking and motivated team at [Cheam Common Junior Academy](#).

The purpose of this role is to provide high quality learning opportunities and cover on behalf of the class teacher, during periods of planned and unplanned absence. You will collaborate with teachers and other staff to plan, deliver and provide feedback for classes, small groups and individual pupils throughout the school within a framework agreed with and under the guidance and supervision of qualified teachers.

The exact role will be dependent on the candidate's experience and qualifications. Applicants for the role of HLTA (meet HLTA standards or equivalent qualification or experience) should refer to this [job description and person specification](#).

Ideally, we are looking to appoint one candidate for 25 hours per week, but we will consider applications from candidates who wish to work fewer hours (e.g. 2 or 3 days) and where we can appoint more than one person to cover the 25 hours. The hours of work are expected to be **09:30 - 15:00 (30 minute unpaid break)**, but we can be flexible for the right candidate.

The successful candidate(s) will:

- Be suitably qualified (please refer to the person specification documents for details of this);
- Have relevant and recent experience leading whole classes under a framework of supervision;
- Be motivated to provide the best learning experiences possible for our pupils;
- Work collaboratively with colleagues and have a positive and solution-focused outlook;
- Be flexible and willing to adapt to suit the school's needs as they arise, sometimes on short notice

Informal conversations are welcomed and visits to our academies are highly encouraged. Please contact the school directly on 020 8337 1844 to arrange this.

Internal candidates should complete and send a statement of suitability, in line with the [job description and person specification](#), to recruitment@leoacademytrust.co.uk.

External applicants should complete an [application form](#), detailing how you meet the qualities required in the person specification above, and giving examples of recent and relevant experience of a range of tasks identified in the job description linked above. We regret that we are unable to accept CVs.

Please note: LEO Academy Trust may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.

- LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Please read about our commitment to safeguarding as well as other important information in our [candidate guide](#).