



Oaklands Primary Academy  
Oaklands Lane, Biggin Hill, Westerham, Kent, TN16  
3DN

Tel: 01959 573963

admin@oaklands.bromley.sch.uk

[www.oaklandsprimary.ac.uk](http://www.oaklandsprimary.ac.uk)

## Job Advertisement

### HLTA (Higher Level Teaching Assistant) - PPA cover

#### Oaklands Primary Academy

#### Are you an outstanding HLTA — or have the potential to be?

Are you looking to develop your career in a thriving, supportive academy where you will receive continuous professional development, challenge, and encouragement?

This is an exciting opportunity for a skilled and motivated Higher Level Teaching Assistant to join the dedicated team at **Oaklands Primary Academy**, part of **Chancery Education Trust**. We are looking for someone who can contribute to our high standards of teaching and learning and support all pupils to reach their full potential.

The successful candidate will be confident delivering teacher release time through whole-class teaching across KS1 and KS2. You will assist in clarifying instructions, ensuring the use of learning resources, and promoting engagement and motivation. You will also have sound knowledge of key strategies to enhance literacy and numeracy and be skilled in managing behaviour in line with school and Trust policies.

#### To be successful in this role, you will:

- Hold a relevant HLTA qualification (equivalent to at least NVQ Level 3)
- Have experience working in a primary school setting
- Be passionate and dynamic about children's learning
- Be enthusiastic about helping young people succeed
- Be able to form strong, professional relationships with pupils and staff
- Be ambitious, creative, and ready to contribute to the wider school community

#### Why Join Chancery Education Trust?

At Chancery Education Trust, we prioritise professional development and collaboration across our academies. As an employee, you'll benefit from:

- A culture of shared best practice across our Trust
- Central team support so you can focus on teaching and learning
- Excellent opportunities for career progression
- Bespoke CPD to support your professional growth
- Free access to confidential 24/7 Employee Assistance Programme
- Cycleshare Scheme

Head of School: Mr J Robinson

Oaklands Primary Academy is part of Chancery Education Trust

A charitable company limited by guarantee registered in England: Company Number 07671255

Oaklands 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.





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## How to Apply

Visits to the school are warmly welcomed. Please contact **Mrs Shelley Floyd** on **020 8462 5867** or email [hr@cetrust.com](mailto:hr@cetrust.com) to arrange an appointment.

To apply, please download an Application Form from the **Chancery Education Trust** website:

[www.chanceryeducation.com](http://www.chanceryeducation.com)

Or via the **London Borough of Bromley**:

[www.bromley.gov.uk/JobsAtBromley](http://www.bromley.gov.uk/JobsAtBromley)

Chancery Education Trust is committed to equality, diversity, and inclusion. We believe every pupil and staff member should have the opportunity to fulfil their potential, regardless of background or identity. We welcome applications from all sections of the community.

We are committed to safeguarding and promoting the welfare of children. All roles are subject to an Enhanced DBS check and relevant safeguarding checks, including a prohibition from teaching check where applicable.

***By applying for this role, you are consenting to Chancery Education Trust storing your personal details in our database, in line with GDPR requirements.***

<b>Phase</b>	<b>Primary</b>
<b>Academy/School</b>	<b>Oaklands Primary Academy (Part of the Chancery Education Trust)</b>
<b>Type of Position</b>	<b>HLTA (Higher Level Teaching Assistant) - PPA Cover</b>
<b>Salary Range</b>	<b>£14,031 to £15,728 actual (£28,087 to £31,526 FTE) salary based on experience</b>
<b>Employment Type</b>	<b>Permanent</b>
<b>Full-Time/Part-Time</b>	<b>Part Time 21 Hours (3 days)</b>
<b>Start Date</b>	<b>September 2025</b>
<b>Interview Date</b>	<b>To Be Confirmed *</b> <b>*You are advised to submit your application as soon as possible to avoid disappointment, as we shortlist and interview interesting and exciting candidates before the closing date</b>
<b>Closing Date</b>	<b>6 June 2025</b>

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