

Myatt Garden Primary School

Higher Level Teaching Assistant
Applicant Information Pack



Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. We have a long tradition as a creative school, where children are offered a rich curriculum that engages them as active participants in experiential learning.

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

We are passionate about learning and are excited about welcoming a new team member to our school. If Myatt Garden sounds like the right school for you, please come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

Sally Williams
Head Teacher



A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 393 children on roll, including our nursery. The school serves a very diverse community with our pupil premium children making up about 20% of our roll and 61% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens

“ I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

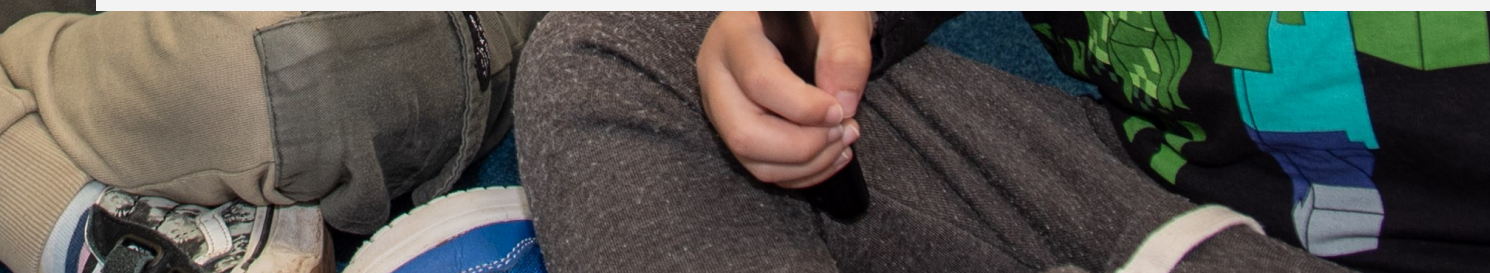
“ Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education. In order to move from pledge to practice, we have made anti-racism central to our school improvement plan and envisage this focus continuing for a number of years.

Our recent Ofsted inspection in February 2025 confirmed that we remain a good school. The report stated ‘This is a true community school. The school builds warm and supportive relationships with pupils and their families. Pupils are well cared for. One parent, reflecting the views of many, said, ‘Children are at the heart of this school.’





Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

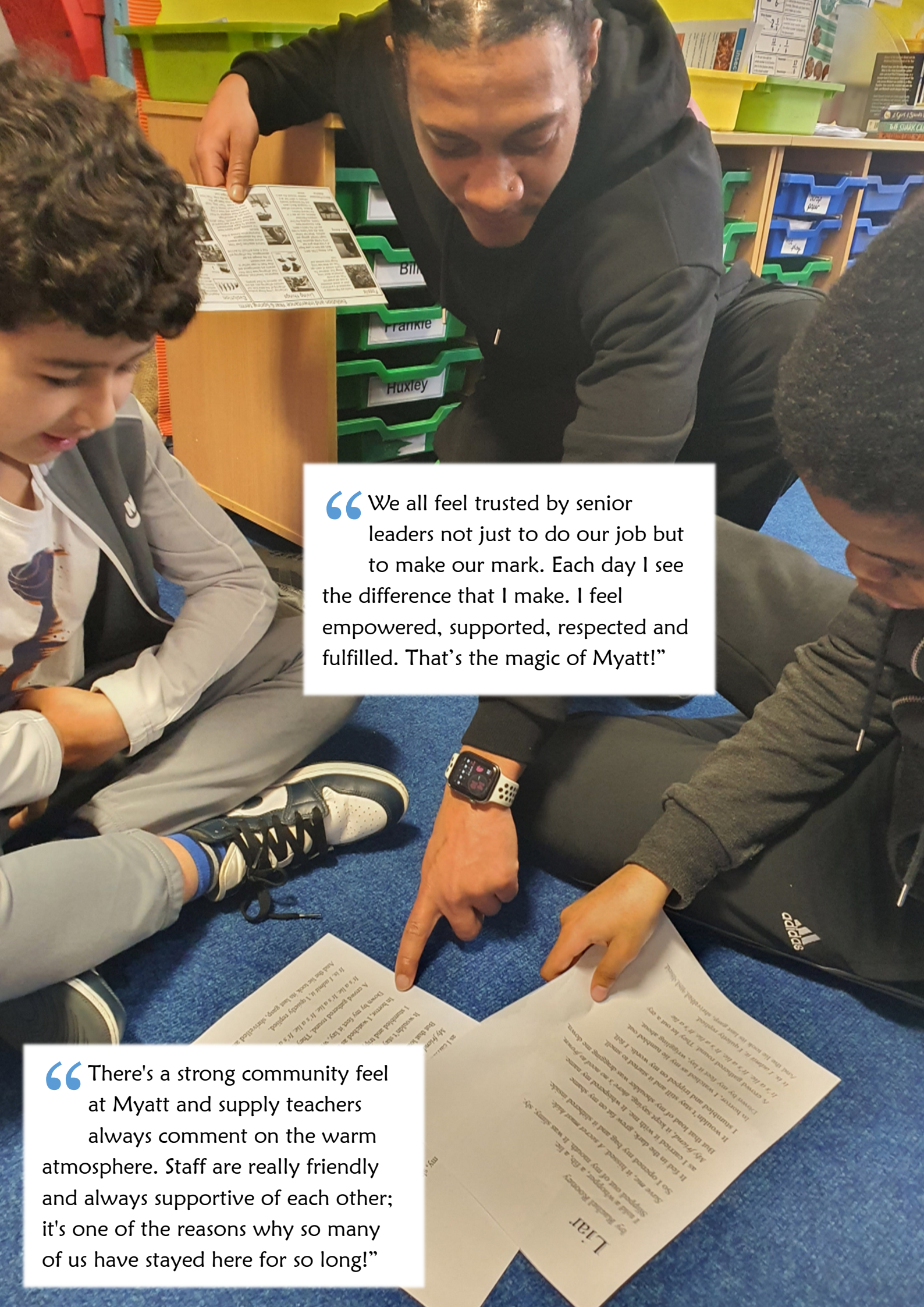
At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs every decision we make.

Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
 - ◆ Respectful, kind and eager pupils who love learning
 - ◆ An approachable, flexible and compassionate senior leadership team
 - ◆ Opportunities to join working groups and have your say in policy making and strategy across the school.
 - ◆ Excellent CPD opportunities and mentoring
 - ◆ Staff wellbeing committee and mental health champions
 - ◆ Free tea and coffee in our regularly stocked staff room
 - ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture

Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.





“We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”

“There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

Job Summary

Myatt Garden is looking for passionate, driven and motivated HLTA to join our team. This will be a one-year, term-time only contract, working 30 hours per week Monday to Friday.

The successful candidate will join a team of professionals that strives to ensure that all children, can, and do, make progress. Staff work collaboratively to support our children and make Myatt Garden as inclusive as possible. Using a range of teaching strategies and resources, we are constantly striving to break down barriers to learning, ensuring all children are able to access the opportunities on offer and make progress.

The role will combine

- providing support to pupils who are experiencing social and emotional difficulties, by helping children develop skills to manage emotions, improve social skills, and build self-esteem.

with

- covering classes when a teacher is absent.

The successful candidate must be available to start in **September 2025**. We are offering an annual salary at Scale 6 Spine points 18-20 which amounts to an actual salary of **£26,912 - £27,721**.

We know that the best way to get a true feel for our school and what we are like at Myatt Garden is by visiting us. We encourage all considering this role to come and visit our school. Please contact **Eli Tabiri**, the School Business Manager, by telephone on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk to arrange a visit.

We welcome applications from people from all sections of our wider community. The closing date for all applications is at **9 am on Tuesday 8th July 2025**.



Job Description

Job Title	Higher Level Teaching Assistant
Scale	Scale 6
School	Myatt Garden Primary School
Responsible to	Class Teacher / Senior Leaders
Responsible for	N/A

MAIN PURPOSE OF JOB

- ♦ Promote emotional support to targeted pupils' to promote 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
- ♦ Cover lessons when teachers are absent

Duties and Responsibilities

Teaching and Learning

- ♦ Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- ♦ Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- ♦ Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- ♦ Use effective behaviour management strategies consistently in line with the school's policy and procedures
- ♦ Engaging children in their learning and managing behaviour effectively to ensure a good and safe learning environment
- ♦ Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- ♦ Observe pupil performance and share observations with the class teacher
- ♦ Use ICT skills to advance pupils' learning where appropriate
- ♦ Undertake any other relevant duties given by the class teacher
- ♦ To cover and lead class teaching as and when appropriate
- ♦ Direct the work, where relevant, of other adults in supporting learning

Planning

- ♦ Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the role
- ♦ Read and understand lesson plans shared prior to lessons
- ♦ 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 all pupils in the learning activities

Working with staff, parents/carers and 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
- ♦ Develop effective professional relationships with colleagues

Health & Safety and Safeguarding

- ♦ Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing
- ♦ Look after children who are upset or have had accidents
- ♦ Be alert to any potential risks and report as appropriate
- ♦ 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

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

Equalities

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

The postholder will be required to undertake other duties commensurate with the level of the post as required to ensure the efficient and effective running of the school.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> ♦ GCSE Level 4 Maths or equivalent (minimum) ♦ GCSE Level 4 English or equivalent (minimum) ♦ Level 4 HLTA qualification 	<ul style="list-style-type: none"> ♦ First Aid Training ♦ ELSA training
Experience	<ul style="list-style-type: none"> ♦ Experience working in a school environment or other educational setting ♦ Experience working with children / young people 	
Skills and Abilities	<ul style="list-style-type: none"> ♦ Good literacy and numeracy skills ♦ Good organisational skills ♦ Ability to build effective working relationships with pupils and adults ♦ Skills and expertise in understanding the needs of all pupils ♦ Knowledge of how to help adapt and deliver support to meet individual needs ♦ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ♦ Excellent verbal communication skills ♦ Active listening skills ♦ The ability to remain calm in stressful situations ♦ Knowledge of guidance and requirements around safeguarding children ♦ Good ICT skills, particularly using ICT to support learning ♦ Understanding of roles and responsibilities within the classroom and whole school context ♦ Understanding of effective teaching methods ♦ Knowledge of how to successfully lead learning activities for a group or class of children 	<ul style="list-style-type: none"> ♦ Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support ♦ Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

Personal Qualities	<ul style="list-style-type: none"> ♦ Enjoyment of working with children ♦ Sensitivity and understanding, to help build good relationships with pupils ♦ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school ♦ Commitment to maintaining confidentiality at all times ♦ Commitment to safeguarding pupil's wellbeing and equality ♦ Resilient, positive, forward looking and enthusiastic about making a difference ♦ Capacity to inspire, motivate and challenge children and young people 	
Commitment	<ul style="list-style-type: none"> ♦ Display a commitment to the protection and safeguarding of children ♦ A commitment to uphold the school's vision, values and staff code of conduct ♦ A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. ♦ A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner ♦ A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required 	

Selection Process



To apply for this role please complete the accompanying application form and submit this via email to recruitment@myattgarden.lewisham.sch.uk or by post addressed to Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **9 am Tuesday 8th July 2025**

Shortlisting

Applications will be shortlisted by the panel on **Tuesday 8th July 2025**

Myatt Garden is an inclusive school and as part of our Anti-Racist agenda all applications will undergo blind shortlisting.

All shortlisted candidates will be contacted via email or telephone by **Wednesday 9th July 2025**.

Shortlisted candidates may be subject to an online search.

Interviews

Interviews will be held on **Thursday 10th July 2025**.

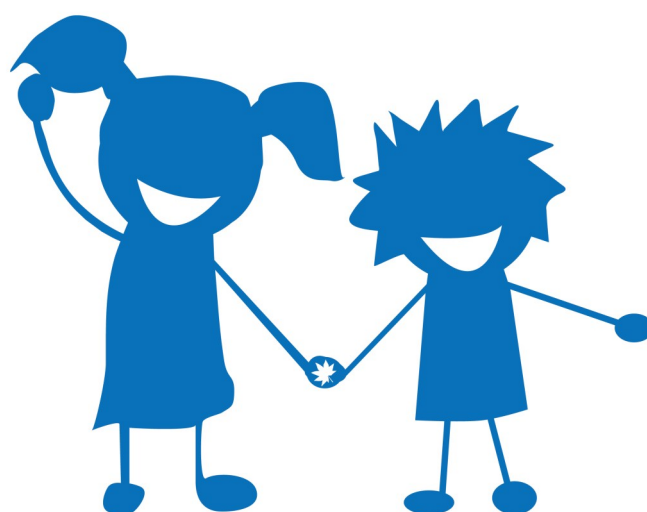
Appointment

The successful candidates would be expected to start in **September 2025**.

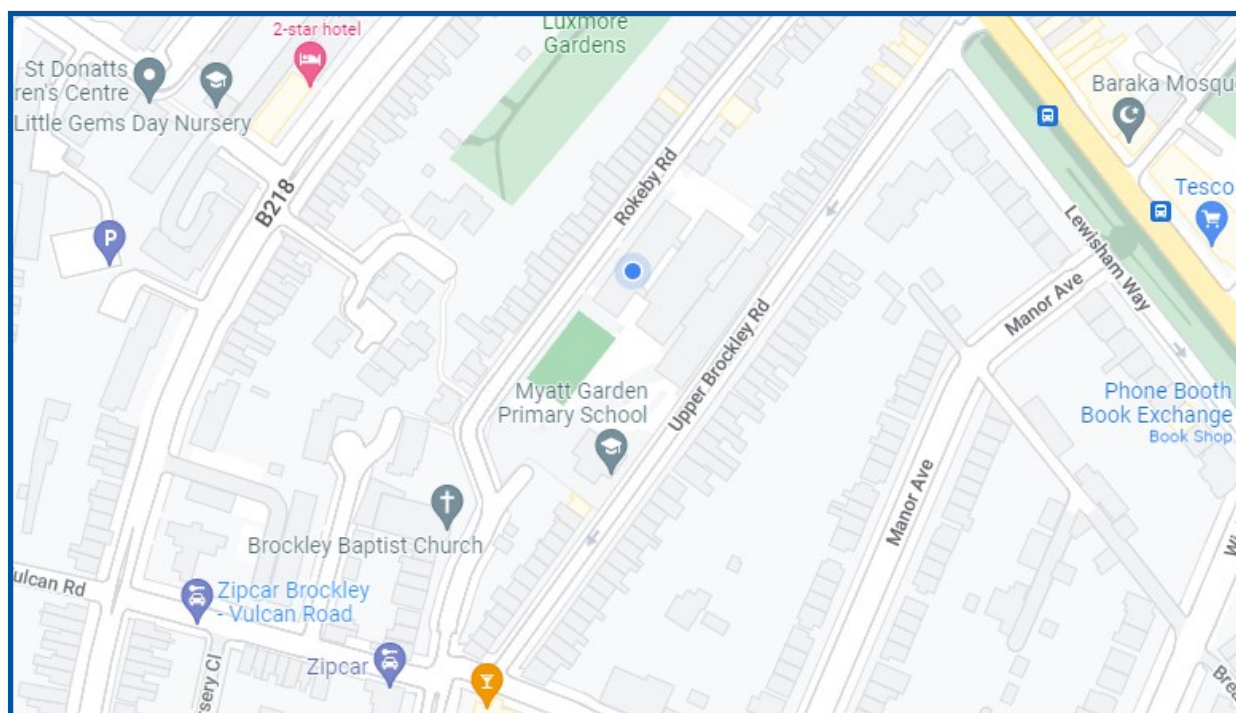
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact **Eli Tabiri** on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk.



Myatt Garden Primary School



Telephone

020 8691 0611

Email

recruitment@myattgarden.lewisham.sch.uk

Address

Rokeby Road, London SE4 1DF