



NORBRECK PRIMARY ACADEMY

JOB APPLICATION PACK

HLTA



Required from:	1 st September 2025
Scale:	Grade E, Point 12-17
Salary:	£27,711- £30,060 pro-rata (FTE)
Contract Type:	Temporary (1 year). Will be reviewed
Hours:	35 hours (Monday- Friday: 8.30am- 3.30pm) Term Time
Closing Date:	Thursday 3 rd July, 9am

NORBRECK PRIMARY ACADEMY

Whatever we do, we do it well.

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Headteacher's Welcome

Dear Applicant,

Thank you for the interest you have shown in the post of **Higher Level Teaching Assistant** at Norbreck Primary Academy.

Our school has an extremely reputation in the area amongst parents and other professionals and many aspire to work here.

The staff of Norbreck are hardworking, professional and dedicated and aim to give their best to meet the needs of our large school. Every child is valued and nurtured, each member of staff plays their part in this.

Our school motto, "Whatever we do, we do it well" applies not only to children but to staff too and to be a "Norbrecker" staff and children are encouraged to be hardworking, resilient, kind, respectful and enthusiastic.

Currently, we have a **Higher Level Teaching Assistant Level (HLTA)** post available at our school. The position is to lead a team to support a small group of children who have additional needs. Under the direction of the class teacher/s and school's SEND Coordinator, the successful candidates will provide educational and emotional support for these children. This will include implementing activities and teaching programmes as needed.

If you believe in our philosophy and have a strong commitment to the care and development of all children, then we look forward to receiving your application.

Your faithfully,

Ian Cooper
Headteacher



Junior Leadership Welcome

Hello!

A warm welcome from the Junior Leadership Team.

We are excited to learn more about you and why you think you would be a great Higher Level Teaching Assistant at our school.

We're looking for someone who fulfils our Norbreck Core Values: Resilient, Enthusiastic, Hard-Working, Kind & Respectful.

We would like someone who is easy to approach, trustworthy and helps us to do well.

You should make us feel safe.

Are you the chosen one?!

Best wishes and good luck,

Pippa

Nathan

Eleanor

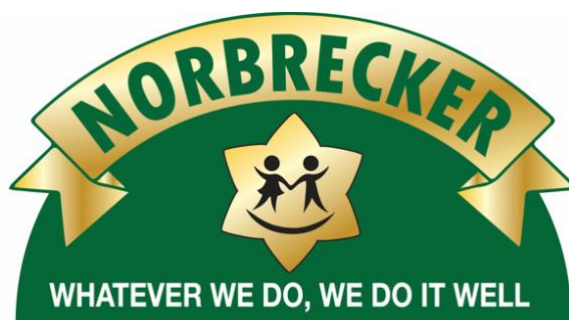
Ralph

Head Girl

Head Boy

Deputy Head Girl

Deputy Head Boy




ENTHUSIASTIC


HARD WORKING


KIND


RESILIENT


RESPECTFUL

About Norbreck Primary Academy

Norbreck Primary Academy is a three-form entry primary school serving the Norbreck community to the north of Blackpool. Norbreck Primary School was opened in 1934 and converted to an academy in 2012. The school is almost unrecognisable for the original 1934 building, benefiting from major redevelopments over the years.

Families and visitors often comment on our friendly, approachable 'family atmosphere', and we are proud to call ourselves 'Norbreckers'. We have been at the heart of the community for 90 years and we have a strong reputation for providing a quality broad and balanced education and experiences for all our children.

Our school motto is 'Whatever we do, we do it well', a philosophy and desire that underpins every aspect of school life and the ambition we have for our children.



JOB DESCRIPTION

Job details

Scale:	Grade E, Point 12-17
Salary:	£27,711 – £30,060 pro-rata (FTE) Actual salary £21,919 - £23,777
Contract Type:	Temporary (1 year)
Hours:	35 hours per week (Monday- Friday: 8.30am – 4:00pm) Term Time
Reporting to:	SENCO, SLT, Class Teachers
Responsible for:	To lead a team to support a small group of children who have additional needs. Under the direction of the class teacher/s and school's SEND Coordinator, providing educational and emotional support for these children. This will include implementing activities and teaching programmes as needed.
Liaising with:	SLT, SENCO, Teaching Staff, Support Staff and Parents

Main purpose

The Higher Level Teaching Assistant (HLTA) will:

- work with class teachers and the SENCO to raise the learning and attainment of a small group of pupils with additional needs.
- 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.

Duties and responsibilities

Supporting pupils:

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of targets on the child's Plan, Do & Review Document (PDR) and Education Health Care Plan (if relevant).

Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support the school in maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the SEN co-ordinator (SENCO, SLT, class teachers)

Planning

- Share 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
- Communicate effectively with parents and carers under the direction of teachers / SENCO
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers / SENCO
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
- 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
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by SENCO / teachers

- 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

Professional development

- Help 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

Health and Safety

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

Safeguarding

- 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

Norbreck 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 and individually take responsibility for doing so.

PERSON SPECIFICATION

Category	Criteria	Essential/ Desirable	Source A- APPLICATION I- INTERVIEW R- REFERENCE T- TASK/ OBSERVATION P- PRESENTATION
Qualifications and Training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	E	A
	Qualifications relevant to SEN/ ASD	D	A, I
	NVQ Level 4 (or higher) or commitment to complete Level 4 course	E	A, I
	First-aid training, or willingness to complete it	D	A, I
Experience	Experience working in a school environment or other educational setting	E	A, I
	Experience working with children / young people with special educational needs (SEN)	E	A, I
	Experience planning and delivering learning activities	E	A, I
	Experience of planning and leading teaching and learning activities (under supervision)	E	A, I
Skills and Knowledge	Good literacy and numeracy skills	E	A, I
	Good organisational skills	E	A, I
	Ability to build effective working relationships with pupils and adults	E	A, I
	Skills and expertise in understanding the needs of all pupils	E	A, I
	Knowledge of how to help adapt and deliver support to meet individual needs	E	A, I
	Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils	D	A, I
	Excellent verbal communication skills	E	A, I
	Ability to work as part of a team and to be flexible in their approach to daily routines	E	A, I
	Active listening skills	E	A, I
	The ability to remain calm in stressful situations	E	A, I
	Knowledge of guidance and requirements around safeguarding children	E	A, I
	Good IT skills, particularly using IT to support learning	E	A, I
	Understanding of effective teaching methods	E	A, I
	Knowledge of how to successfully lead learning activities for a group or class of children	E	A, I
	Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support	E	A, I
Personal Qualities	Enjoyment of working with children	E	A, I
	Sensitivity and understanding, to help build good relationships with pupils	E	A, I

	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	E	A, I
	Commitment to maintaining confidentiality at all times	E	A, I
	Commitment to safeguarding pupil's wellbeing and equality	E	A, I
	Resilient, positive, forward looking and enthusiastic about making a difference	E	A, I
	Capacity to inspire, motivate and challenge children and young people	E	A, I

Pay and Conditions

Safer Recruitment

Norbreck Primary Academy is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous process that includes assessing candidates' suitability to work with children.

We are committed to safeguarding and promoting the welfare of pupils and expect all staff and volunteers to share this commitment. All staff are required to hold an enhanced DBS Disclosure. To comply with Safer Recruitment Guidelines, CVs will not be accepted. Appointment will be made subject to satisfactory references, DBS and Medical clearance procedures

Equal Opportunities

We believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study at the school have the right to be respected and valued within a safe and secure environment and not be discriminated against on the grounds of age, class, race, disability, sexual orientation religion or belief.

The successful applicants will have the opportunity to apply to join the Local Government Pension Scheme, which provides a variety of index-linked benefits.

New entrants to Norbreck Primary Academy are subject to a six-month probationary period.



Application Procedure

Application forms are available on the school website:

<https://www.norbreck.blackpool.sch.uk/page/?title=Vacancies&pid=30>

Completed application forms and covering letters should be returned by email to:

admin@norbreck.blackpool.sch.uk or by post to:

Mr. Ian Cooper (Headteacher)
Norbreck Primary Academy
Norbreck Road
Thornton-Cleveleys
FY5 1PD

Closing Date: Thursday 3rd July 2025 – 9am

Shortlisting: Thursday 3rd July 2025

Interviews: Wednesday 9th July 2025

Applicants are advised that following shortlisting they will be contacted with further details about the interview process.

Please contact the school on 01253 852219 or email admin@norbreck.blackpool.sch.uk for further information.

Thank you for the interest you have shown in this vacancy.

