



NEW MONUMENT PRIMARY  
ACADEMY

# Speech and Language Higher Level Teaching Assistant

Application pack



# Welcome to NEW MONUMENT PRIMARY ACADEMY

Thank you for expressing an interest in New Monument Primary Academy where I am immensely proud to be the Headteacher.

New Monument is a place where every child is valued, supported, and encouraged to thrive. We are proud to work in close partnership with Broadmere Primary School, with both schools benefiting from the leadership of a single, experienced senior team. This collaboration strengthens our shared vision and ensures consistency in the high standards we set.

At New Monument, you will find happy, engaged children who feel a true sense of belonging, whatever their background. Our passionate and committed staff work tirelessly to provide an exceptional education, nurturing each child's talents and helping them to reach their full potential. We believe in the power of effort, kindness, and ambition, and these values are woven into the fabric of our school.

As part of Bourne Education Trust (BET), New Monument Primary Academy benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. Together we are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. We learn without borders and we are relentless in our efforts to support our pupils through new and innovative ways by embracing new technologies. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform – reimagining the future of education in our schools.

I hope this application pack will give you an insight into our organisation and I look forward to welcoming you when you visit.



*K. Barham*

**Karen Barham**  
Headteacher

# Why choose **NEW MONUMENT PRIMARY ACADEMY** and **BET?**



## **GENEROUS WORKPLACE PENSION**

Local Government Pension Scheme for colleagues



## **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP, EAP, free online fitness classes, flu vaccinations** and **eye tests, cycle to work** scheme & occupational sick pay



## **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## **FREE PARKING**

**Free on-site parking** is available at New Monument Primary Academy





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Speech and Language Higher Level Teaching Assistant

**Location:** Woking, Surrey

**Contract:** Term time, 1 year FTC through funding from Surrey County Council  
32.5 hours per week (Monday to Friday 8.15am-3.15pm)

**Salary:** PS6.2 £22,459 pro rata (FTE £30,647)

**Start date:** 3rd September 2026

**Responsible to:** Headteacher

## ROLE PURPOSE

The Speech & Language Higher Level Teaching Assistant (HLTA) will support pupils from Reception through to Year 6 and be responsible for providing highly effective, targeted provision and care to pupils, under the guidance of Teachers and Senior Leaders, in order to raise standards of achievement for pupils to become independent learners. On occasion leading classes in the absence of teachers in addition to ensuring the effective support of pupil welfare, and the inclusion of all pupils in all aspects of school life in line with school and Trust policies, promoting the ethos and the values of the school and Bourne Education Trust.



## MAIN DUTIES AND RESPONSIBILITIES

### Supporting the learning of pupils

- Delivering structured speech and language programmes and interventions
- Working as part of a team, under the direction of the responsible Teacher, support teaching provision, development and implementation of learning for pupils
- Under the guidance of the responsible Teacher, facilitate the learning of individual pupils and groups, setting high expectations and promoting positive attitudes to learning
- Prepare, plan and deliver specific intervention programmes, adjusting activities according to pupil response and need
- Promote and support the development of pupils' social and emotional needs
- Provide supervision of positive and enjoyable break and lunchtimes for pupils including organising and participating in games and activities
- Promotion and facilitation of extra-curricular activities, after school clubs, targeted boosters and residential trips where appropriate

### Supporting Teachers

- To understand and follow teaching plans in order to support pupil development and to scaffold learning as appropriate
- To support with the preparation of learning materials as required
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide the Teacher with objective and accurate feedback and reports on pupil progress, ensuring the availability of appropriate supporting evidence
- To be responsible for keeping and updating records as agreed with the Teacher, contributing to reviews of records where appropriate
- Undertake the marking of pupil work in line with the school marking policy as required
- To administer and assess routine assessments and assist in the invigilation of tests as required
- To promote home school partnerships for all children including those with SEND via the schools approved communication channels
- To work within the schools behaviour policy to anticipate and manage behaviour constructively, promoting independence





# Person SPECIFICATION

## MAIN DUTIES AND RESPONSIBILITIES

### Classroom management

- Cover of teaching time in the absence of Teachers as required and appropriate, ensuring the effective delivery of lesson plans prepared by the responsible teacher
- Appropriate and effective management of pupil behaviour, in accordance with the school behaviour management policy, in the absence of the responsible teacher

### KEY SKILLS REQUIRED

#### ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children
- GCSE English and Maths (or equivalent appropriate qualification)
- Higher Level Teaching Assistant Qualification, or willingness to undertake qualification
- Ability to evidence effective continuous professional development
- Relevant experience of working with children in an education setting
- Ability to evidence effective communication with a wide audience / range of stakeholders
- Ability to evidence excellent IT skills on a wide range of programmes & software

#### PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **12<sup>th</sup> June 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [careers@bourne.education](mailto:careers@bourne.education)



'Thrive, Aspire and Achieve'

"I love school because I'm excited to see what new things I can learn. Everyone is so kind and the teachers make sure that we are okay."

**Our children**

Year 4 Pupil





[Click to visit our website for more information](#)



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Bourne Education Trust

