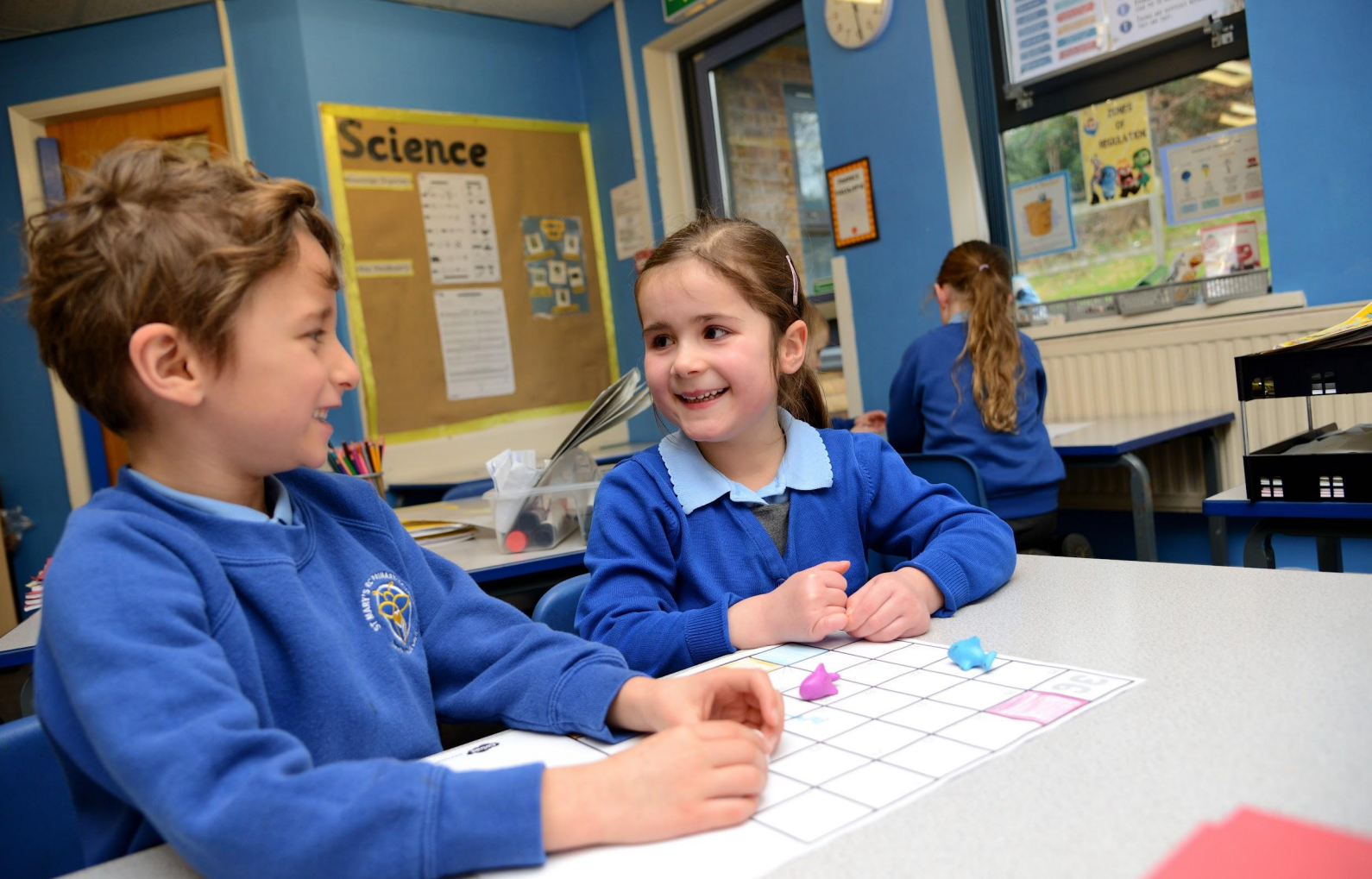
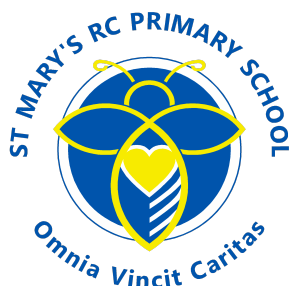




APPLICANT PACK

Teaching Assistant Level 4 (HLTA)

St Mary's Catholic Primary School, Richmond



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Teaching Assistant Level 4 (HLTA). Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to mackle.f@smr.npcat.org.uk by the **closing date, Monday 2nd June 2025, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact the Headteacher, Fran Mackle at mackle.f@smr.npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC

Job Advert

Required:	September 2025
Salary:	£27,711 - £29,093 pro rata (Actual salary: £20,707 - £21,740)
Hours:	32 hours per week, Monday to Friday, Term Time Only plus 1 week
Contract Type:	Permanent
Location:	St Mary's Catholic Primary School, Cross Lanes, Richmond, DL10 7DZ

We are seeking to appoint an enthusiastic and talented full-time HLTA who has the vision and drive to make a significant impact across the school and is committed to making a difference to the lives of our children.

St Mary's Catholic Primary School is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

Within the role there will be opportunities for further training and development. The successful candidate will work under the direction of the Headteacher.

We offer:

- A strong Catholic ethos
- Happy and enthusiastic pupils, who are eager to learn and to benefit from an enriched, extended curriculum
- Hard working and dedicated colleagues
- Good professional development opportunities
- Supportive governors and parents who want the very best for our school

Closing date: Monday 2nd June 2025 by 9am
Interview date: Week commencing 2nd June 2025

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

Post title: Teaching Assistant Level 4 (HLTA)

Grade: G SCP 12-15

Job Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development. May also be responsible for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training.

Main Responsibilities

Support for Pupils

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Develop and implement IEPs
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils constantly whilst recognising and responding to their individual needs
- Encourage pupils to interact and work cooperatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Support for the Teacher

- Organise and manage appropriate learning environment and resources
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence
- Supporting the role of parents in pupils' learning and contributing to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests
- Production of lesson plans, worksheet, plans etc.

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy, Foundation Stage curriculum, etc, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall catholic ethos/work/aims of the school

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Deliver out of school learning activities within guidelines established by the school
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class

Line Management Responsibilities where appropriate

- Manage other teaching assistants
- Liaise between managers/teaching staff and teaching assistants
- Hold regular team meetings with managed staff
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants

The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

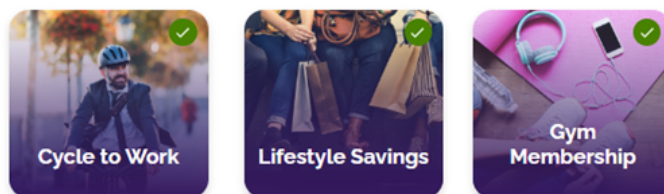
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Person Specification

Stage	Essential	
Experience	E1	Experience working with children of relevant age in a learning environment
Qualifications & Training	E2	Meet Higher Level Teaching Assistant standards
	E3	Level 3 qualification for Teaching Assistants and substantial experience
	E4	Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
	E5	Training in relevant learning strategies e.g. literacy
	E6	Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge & Skills	E7	Can use ICT effectively to support learning
	E8	Full working knowledge of relevant policies/codes of practice/legislation
	E9	Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies
	E10	Good understanding of child development and learning processes
	E11	Understanding of statutory frameworks relating to teaching
	E12	Ability to organise, lead and motivate a team
	E13	Constantly improve own practice/knowledge through self-evaluation and learning from others
	E14	Ability to relate well to children and adults
	E15	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Personal Characteristics	E16	Committed Enthusiastic Organised Flexible Patient Resourceful Empathetic
Special Requirements	E17	An understanding of the Catholic ethos of NPCAT
	E18	An understanding of safeguarding and child protection requirements

Why work for us?



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: mackle.f@smr.npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Fran Mackle, Headteacher at mackle.f@smr.npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.