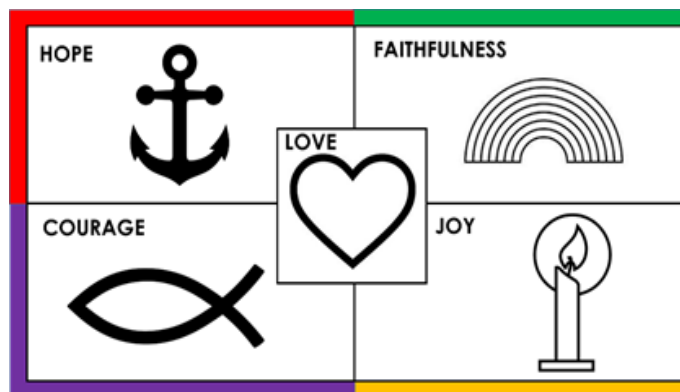




Cheveley C of E Primary School Application Pack



High Level Teaching Assistant (HLTA)





Cheveley C of E Primary School Application Pack



Thank you for your interest in applying for the role of HLTA at Cheveley C of E Primary School. We hope this pack supports you finding out more about our school.

We are looking for enthusiastic and skilled people who put children at the centre of all they do, think and believe. We are looking for staff with a determination to achieve the best outcomes for each and every child and all our staff are vital in delivering the quality of service our children and their families deserve.

How to apply

You are invited to submit an [application form](#) with a [supporting letter](#) by email to office@cheveley.cambs.sch.uk, alternatively you can post your application and letter or deliver it by hand to:

Helen Whybrow
School Business Manager
Cheveley Primary School
Park Road
Cheveley
Cambridgeshire
CB8 9DF

Please note C.V.'s are **NOT** accepted as part of the application process

To comply with changes in government legislation you will need to provide proof of your right to work in the UK. As well as information to enable a Disclosure and Barring check to be made as these are mandatory and need to be in place prior to employment starting.

The application process and timetable:

Application deadline:	Friday 19 th June 2026 12pm
Interviews:	Thursday 25 th June 2026
Start date:	1 st September 2026

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.



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About Our School

Our school lies on the borders of Cambridgeshire and Suffolk, and serves the villages of Cheveley, Ashley, Kirtling, Woodditton, Upend and Saxon Street. We also have children attending from outside our catchment area.

We are a voluntary controlled Church of England School, belonging to the Ely Diocese, and have close links with our local church and the local and wider community.

Vision:

Dream Believe Work Achieve

Values:

Our Christian values of:

Hope, Faithfulness, Courage, Joy and Love are linked to our school values.

Mission Statement:

Inspire everyone to achieve their very best through Christ who strengthens them.

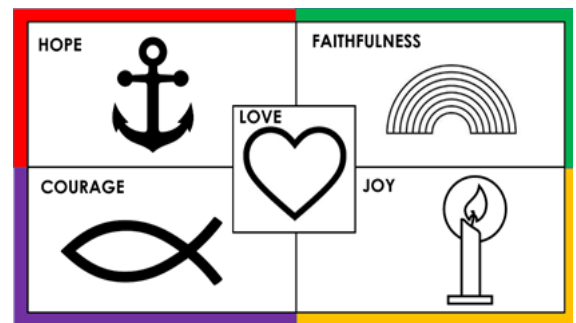
'I can do all things through Christ who strengthens me'. Philippians 4:13

As a Christian school, our values greatly inform all of the decisions we make for the children, staff, governors, families, community and wider links. They reflect the way we 'live' in our school.

Aims:

We seek to ensure that our children achieve the following:

- Have a passion for learning, feel ready for the future and have the motivation and determination to keep on learning more.
- Have a range of experiences through an enriched curriculum.
- Know what it feels like to succeed at something and achieve their very best.
- Understand how incredible they are as unique individuals, believe in themselves and have the confidence and resilience to follow their ambitions.
- Feel supported, listened to and included by a staff team that cares for them.
- Have the opportunity to be recognised for their achievements and celebrate their successes.
- Grow healthy and strong and gain an understanding in how to look after their body and mind.
- Know friendship and learn how to get along well with other people.
- Feel part of the school and wider community, proud of their school and feel inspired to make a difference to the places they live and the wider world





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Safeguarding, Safer Recruitment and Data Protection

At Cheveley Primary School we recognise that Schools and School personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.



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The Advert

Higher Level Teaching Assistant

Higher Level Teaching Assistant

Level 4

Grade 5

Point 12 – 15

Full Time Salary £28,598 - £30,024 (pro-rata £12,170 - £12,780) (Pay award pending)

16.5 Hours per week. Term Time Only. (Currently this is 3 days 8.45 am – 3.15 pm but this is negotiable)

Following the successful placement on a Teacher Training course for our current HLTA, we wish to appoint an experienced Higher Level Teaching Assistant to start **September 2026**.

Are you energetic, hardworking and enthusiastic, and committed to supporting children achieve educational excellence and inclusion?

Do you want to inspire, motivate and make a difference within a team of like-minded, dedicated staff?

We are looking for someone who:

- Has recent experience of holding this post in a primary school.
- Can develop strong relationships with all key stakeholders, especially the children.
- Can be flexible and sensitive to the needs of the school.
- Is happy to take on whole class teaching cover, including at short notice.
- Can play a key role in the delivery and support of learning.
- Is able to work effectively in a team.
- Has excellent communication and interpersonal skills.
- Is keen to extend their own learning, participating in continued professional development.
- Is willing to promote the vision and ethos of the school.

We can offer you a small, rural Church of England Primary school with -

- Wonderful children who are enthusiastic and enjoy taking part in school life.
- Friendly and supportive colleagues.
- An ethos of teamwork and collaboration.
- A school committed to providing the best for all of its children.
- Opportunities for further professional development.

Application Closing Date: Friday 19th June 2026 12 pm



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Interview date: Thursday 25th June 2026

Visits to the school are strongly encouraged.

Please contact the school office to arrange a visit and /or to receive the application pack.

office@cheveley.cambs.sch.uk

The school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



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Job Description

Post: Higher Level Teaching Assistant (HLTA)

Grade: Level 4 Point 12-15

Salary: FTE £28598 - £30024

Hours: 16.5 hours – Term time only

Responsible to: Headteacher

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils. Take responsibility for delivering planned lessons to whole classes, allowing class teachers to carry out their additional duties or PPA.

Principal Accountabilities:

1. Support for children

- As agreed with the class teacher, take responsibility for delivering planned curriculum activities.
- Contribute to the planning and preparation of learning activities.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with special needs, or where English is not their first language.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, whole class groups and parents/carers.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.

2. Support for the curriculum

- Support the school curriculum, providing additional support for groups of children as agreed.
- Provide additional tuition for children who need extra support.
- Arrange and deliver extra classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment.

3. Support for the teacher

- Provide support in evaluating pupil progress and development.
- Contribute to the development of APDRs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.
- Provide feedback on learning activities and contribute to school review and development planning.



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- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

4. Support for the school

- Develop and maintain effective working relationships with other staff and parents or carers.
- Provide support to the Head teacher in ensuring that the whole school provides a safe and healthy environment.
- Attend and actively participate in staff meetings (where appropriate).
- Act as a mentor and role model for other teaching assistants.
- Make suggestions for school events and take a leading role in organising them as agreed.

Flexibility Clause

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher/Manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



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Person Specification

	Essential	Desirable
Qualifications	<p>The Higher Level Teaching Assistant should:</p> <p>Have HLTA experience or status [or qualified teacher experience]</p> <p>Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]</p>	<p>In addition, the Higher Level Teaching Assistant might have:</p> <p>Other relevant qualifications (e.g. Foundation Degree in Education)</p> <p>National Vocational Qualifications in Supporting Teaching and Learning</p>
Experience	<p>The Higher Level Teaching Assistant should have experience of:</p> <p>Working with children in a school setting within the last 2 years.</p> <p>Working with children who have special educational needs/EAL</p> <p>Teaching individuals, groups and whole classes</p>	<p>In addition, the Higher Level Teaching Assistant might have experience of:</p> <p>Working with KS1, KS2 and EYFS pupils in school for a minimum of 2 years</p> <p>Training or expertise in a relevant curriculum or other learning area (e.g. ICT, maths or literacy)</p>
Knowledge and Understanding	<p>The Higher Level Teaching Assistant should have knowledge and understanding of:</p> <p>Relevant policies, codes of practice and legislation including safeguarding</p> <p>The National Curriculum particularly English and Maths</p> <p>EYFS Framework</p>	
Skills	<p>The Higher Level Teaching Assistant will:</p> <p>Have effective oral and written communication skills</p> <p>Form effective professional relationships including team working</p>	<p>The Higher Level Teaching Assistant might also be able to:</p> <p>Use coaching and mentoring skills with adults and pupils</p> <p>Demonstrate leadership and line management skills</p>



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	<p>Have good organisational and time management skills</p> <p>Have sound ICT skills</p> <p>Be able to plan effective activities for pupils at risk of underachieving</p> <p>Develop their knowledge through the evaluation of their own learning needs</p> <p>Be able to work independently</p> <p>Remain calm under pressure and be able to adapt to change quickly</p>	
Other	<p>The Higher Level Teaching Assistant will be able to:</p> <p>Attend school training sessions</p> <p>Have empathy with those facing barriers to their learning</p> <p>Have an understanding of and a genuine commitment to Inclusion</p>	<p>The Higher Level Teaching Assistant might also be able to:</p> <p>Share other relevant skills i.e. Piano</p>