

HLTA - Scale 5
ref:EW04HLTA5



We have an exciting opportunity to develop our support staff team and are looking to appoint a Higher-Level Teaching Assistant *Scale 5 (HLTA)* to join us. The successful candidate will work under the guidance of the Senior Leadership Team, Teachers and Phase Leads within a structured system of supervision, assisting in whole planning cycle and management/preparation of resources. They will have the opportunity to **provide short-term cover for whole classes occasionally in cases of teacher absence.**

PLEASE NOTE: This a permanent position. From September 2023, the school is opening a resource base for Autistic Spectrum Condition (ASC) children. Therefore, experience of - or a willingness to engage with - strategies needed for working with children with ASC is desirable.

In addition, the successful candidate will:

- promote and safeguard the welfare of children
- be highly organised, proactive, flexible and adaptable
- be reliable, resourceful and responsible
- have the initiative to self-manage and prioritise workloads effectively
- Assess the needs of the pupils and use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of ILPs
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

Closing Date: Friday 9th June 2023 @ midday
Interview: Week beginning 19th June 2023

The working hours are 9:00am to 3:30pm, Monday to Friday (27.5 hours per week with a one-hour lunch break (39 weeks per year)

The position is on Scale 5 (currently £29,853 - £30,852 **pro rata** = c. £1700 per month, in real terms).

If you are interested in this position and think you have the right skills and experience, then please download an application form [here](#), or via the school website www.edmundwaller.lewisham.sch.uk Please complete and send it by email to jobs@edmundwaller.lewisham.sch.uk (Please note CVs will not be accepted.)

Edmund Waller Primary School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) check. An enhanced disclosure and satisfactory references will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Edmund Waller Primary School is committed to equal opportunities both in the provision of its services and as an employer.