**Spring Gardens Primary School**

Headteacher – Mr Tim Jones

Brightman Road, North Shields, Tyne & Wear NE29 0HP

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Website: [springgardensprimary.org.uk](http://www.springgardensprimary.org.uk)

May 2024

Dear Applicant,

Thank you for your interest in the Higher Level Teaching Assitant post at Spring Gardens Primary School.

At Spring Gardens Primary School, we are committed to providing the highest quality support for teaching and learning for our pupils. Candidates must be innovative, creative, skilled in the use of positive behaviour strategies and have experience of working with children across the Primary age range. They must also be committed to working alongside a supportive and dynamic team to continue to raise standards and achievement.

The role will consist of the following:

* To contribute to the delivery of the national curriculum and provide support for pupils, the teachers and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes
* To work collaboratively with teaching staff to deliver learning to individuals, small groups, whole classes and providing support to SEND children initially across Key Stage 2.
* To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life

Applicants are strongly recommended to visit the school. Visits are either are arranged for 11:00 or 16:00 on Thursday 23rd May. Please confirm attendance by emailing or phoning the school office.

Spring Gardens Primary School is strongly committed to safeguarding and promoting the welfare of children and young people; upholding the DfE ‘Keeping Children Safe in Education’ ethos. The successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the DBS and satisfy a range of pre-employment checks.

As the post involves working with children and dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage, even if you indicate otherwise.

**Application**

We have enclosed a Person Specification and Job Description to help you outline your skills, knowledge and experience in support of your application. Please do not include a CV or any other additional information with your form as this will not be taken into consideration and ensure that you correctly complete the section headed: Rehabilitation of Offenders Act 1974, Disclosure of Previous Convictions.

If you did wish to apply please ensure you:

* Give a contact phone number and also include phone and email details of referees on your application form
* Email or post your application to be received no later than **12pm on Friday 7th June 2024**

I hope this gives you all the information you require and look forward to receiving your application.

Yours sincerely,

Mr T Jones

Headteacher