



**St Botolph's**  
Church of England Primary School

Working at St Botolph's C of E Primary School

# Join our Team



For Appointment of:  
Higher Level Teaching  
Assistant (HLTA)







## Headteacher's Welcome

Amy Chitty

Thank you for your interest in the role at St Botolph's Church of England Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

St Botolph's C of E Primary School aims to provide a stimulating and varied programme of education to enable children of all abilities and backgrounds to acquire confidence, knowledge and skills within an environment of the Christian faith and practice, respecting also those from other faiths.

We have strong links with St Botolph's Church and pride ourselves on our Christian ethos and values. The 3 Rs – respect, responsibility and resilience – underpin all that we do, challenging our children's thinking, encouraging them to be valued citizens within our community and beyond. Our Christian values are interwoven into all aspects of school life, ensuring that we provide a safe and nurturing environment in which children can thrive.

As a member of the Aletheia Anglican Academies Trust, we have access to a huge range of expertise and facilities and work within a supportive network.

Our children are delightful; they behave well, have positive community values and are well supported by their parents. Our bespoke curriculum is engaging, focusing on committing learning to the long-term memory by making connections and the learning real. The overall education provided by the school clearly demonstrates that there are consistent systems and routines in place, achievement and progress are good and safeguarding procedures are highly effective.

Being part of the St Botolph's community is a special experience and one which positively shapes lives for the future.

Inspired by Jesus, helping children to become the best they can be.



PROUD TO BE  
**Aletheia**  
Academies Trust





At St Botolph's, we pride ourselves on offering our children quality education within a safe and nurturing environment. We continually strive to improve, giving our children exciting opportunities to broaden their horizons. We are blessed with fantastic grounds, large classrooms and a dedicated staff team who are always striving to improve. Our most recent Ofsted rated us as 'Good' and our Church school inspection rating is 'Outstanding'.

Our service to the school community will seek to fulfil Jesus' promise of 'life in all its fullness.' We will provide a committed and consistent approach. The curriculum will expand opportunities and widen horizons for all. Our Christian values of respect, resilience and responsibility will foster a strong sense of belonging.

The St Botolph's Curriculum has been carefully crafted to ensure that all aspects of the National Curriculum are covered and skills embedded. This curriculum also incorporates a wider learning, developing cultural capital and offering enhanced opportunities to the school community. The spiritual, moral, social and cultural development of our pupils and their understanding of the core values of our society are woven through the curriculum. The English curriculum is enhanced using the Power of Reading for writing and Accelerated Reader. The Maths curriculum is delivered using the Maths Mastery planning which enables children to develop their understanding, vocabulary, reasoning and problem-solving skills. We use Understanding Christianity to teach RE using a teaching and learning approach to enable pupils to move from an understanding of the biblical text to an understanding of what this means for Christians. This includes opportunities for pupils to examine and evaluate connections between these ideas and the wider world.

We are continually looking to develop as a school, always seeking new opportunities to further improve the education we offer our children – they are at the heart of all that we do. Staff, children, parents and governors work together for the care of the school within the community, committed to the spiritual, social, moral and intellectual welfare of the pupils.



"St Botolph's has a strong community ethos. Leaders have high expectations and want pupils to excel." - Ofsted



Diocese of  
**Rochester**



**GOOD**



# Job Description

Job Title	Higher Level Teaching Assistant (HLTA)
Location	Northfleet, Kent
Duration	Fixed Term until August 2026
Work Hours	30 Hours
Reporting to	Inclusion Manager
Salary	KR6
Pension	LGPS



## About the Role

Required to start as soon as possible An exciting opportunity has arisen for a Higher Level Teaching Assistant (HLTA) of exceptional ability to join our team to work in this inclusive and diverse primary school.

HLTAs will complement the professional work of teachers by taking responsibility for agreed learning activities. This will involve: some planning, preparing, and delivering learning activities when required for whole classes/small groups; some monitoring and assessing of pupils; recording and reporting on pupil's achievement, progress and development and provide cover when required.

Your supportive role will enable children and their families to access good educational provision as soon as they join our school.

We would love to hear from you if you:

- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive.
- Want to work in a supportive and caring environment.
- Are committed to enabling every child to achieve the very best they can.



# Key Responsibilities



**Job Purpose** – To join our successful Inclusion Team, to deliver excellent provision for all of our pupils.

- Work under the direction of the Inclusion Manager with individuals, small groups and whole class.
- Deliver Learning activities to pupils working according to the school's curriculum.
- Supervise and assist with activities as required giving feedback to the class teacher and SLT.
- Work alongside children, modelling language and personal, emotional and social skills.
- Support pupils to understand instructions, facilitate independent learning and inclusion of all pupils.
- Assist in the monitoring and assessment of activities / interventions, recording progress as and when required.
- Support the teacher in behaviour management and monitor pupil's social and emotional wellbeing, reporting to the teacher as appropriate. This will include some break and lunchtime duties.
- Liaise and communicate with parents, under the direction of the Inclusion Manager, reporting back any necessary information.
- Work in co-operation with all staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately.
- Support with the delivery of the school's phonics scheme.
- Provide whole class teaching cover, under the direction of SLT.
- Work with the Inclusion Team to support all children with additional needs.
- Contribute to maintaining a safe environment and uphold all safeguarding responsibilities.
- Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Establish productive working relationships with pupils and staff, acting as a role model and setting high expectations.
- Participate in training and other learning activities and performance development as required.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.





## Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.



“Well developed and embedded Christian values are integral in driving forward school improvement and enabling all pupils to realise their God-given potential.” - SIAMS



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<b>Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Hold an HLTA qualification, or be willing to attain this</li> <li>• GCSE or equivalent level, including at least a Grade C in English and maths.</li> <li>• Experience and knowledge of working within Primary education.</li> <li>• Successful, relevant experience of working with children of relevant age within a learning environment and appropriate qualification.</li> <li>• Training in relevant learning strategies, e.g., literacy.</li> <li>• Good understanding of child development and the learning process.</li> <li>• Understanding of statutory frameworks relating to teaching.</li> <li>• Excellent organisational and interpersonal skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to work on own initiative.</li> </ul>	X X X X  X X X X X	     X    
<b>Skills and Knowledge</b> <ul style="list-style-type: none"> <li>• High standard of maths and literacy skills with a secure understanding of English grammar</li> <li>• An understanding of and the ability to deliver systematic synthetic phonics</li> <li>• An understanding of using assessment for learning to enable pupils to make progress.</li> <li>• Confidence to cover planning, preparation and assessment time for the teacher.</li> <li>• Good communication skills. Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community.</li> <li>• Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team.</li> </ul>	X  X  X X  X	   X  
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Enthusiastic and highly organised about all aspects of classroom operation.</li> <li>• Have high expectations of both pupils and of yourself.</li> <li>• Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.</li> <li>• A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.</li> <li>• Be committed to your own professional development and keen to make a significant contribution to the life of our school.</li> <li>• Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.</li> </ul>		



# How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

**Kim Barton, Office Manager**  
[office@st-botolphs.kent.sch.uk](mailto:office@st-botolphs.kent.sch.uk)  
**01474 365737**

To apply for this role, please visit MyNewTerm:  
<https://mynewterm.com/jobs/141579/EDV-2025-SBCEPS-85966>

## School Visit Dates:

**24<sup>th</sup> to 28<sup>th</sup> March 2025**  
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## Closing Date:

**Midday Monday 31<sup>st</sup> March 2025**  
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## Interview Date(s):

**Wednesday 2<sup>nd</sup> April 2025**



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).





# Contact Us

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