



St Matthew's Primary School

19 Norfolk Street, Cambridge CB1 2LD

Telephone: 01223 568838

Fax: 01223 568839

Email: office@stmatthews.cambs.sch.uk

Web site: www.stmatthews.cambs.sch.uk

Headteacher: Mr T. Davies

December 2023/January 2024

Dear Colleague,

- **Higher Level Teaching Assistant, Level 4, Scale Points 12 to 15 – £26,421 to £26,873 (pro rata - £13.73 to £13.97 per hour)**
- **Position One: 8:30am to 3:30 pm, Monday to Friday, term time only.**
- **Position Two: 8:30am to 3:30pm, Wednesdays only, term time only**
- **Both posts temporary initially to 31st August 2024**

We have two positions available for Higher Level Teaching Assistants here at St Matthew's.

Position One: The person in this role would work across the whole school. In the first instance they would work as a general teaching assistant in one year group in the mornings. In the afternoons they would teach whole classes as part of regular PPA (Planning, Preparation and Assessment for class teachers). Part of their role would also be to cover classes due to staff absence. When covering classes the HLTA would be delivering lessons already prepared by teachers. This post would be available from 12th January 2024.

Position Two: This post would work as part of our Nursery team on Wednesdays, leading the room in the mornings while the class teacher has planning, preparation and assessment time (PPA). This post would start as soon as possible from 1st January 2024.

St. Matthew's is an exciting place to work. Situated in the centre of Cambridge, just off East Road near the Grafton Centre, we are a community primary school (not affiliated to any church, despite our name) serving a very diverse community with over 37 different languages spoken by the children. Our children achieve highly and make excellent progress, but we know this is just one aspect of school life. One of our school aims is for St Matthew's to be "inspiring, challenging and fun", for the children and for the staff. We are all very proud of our strong, our inclusive ethos, the excellent pastoral care we offer and our sense of innovation and adventure. These characteristics are highly valued by our staff team, our children and our supportive parents.

We believe you would be very happy as a member of our supportive team and we do hope you choose to apply. The application pack is available on our website at http://www.stmatthews.cambs.sch.uk/website/higher_level_teaching_assistant_vacancy/ and consists of:

- An application form
- Job description/person specification
- A copy of our Child Protection Policy
- A copy of our Rehabilitation of Offenders Policy

St Matthew's Primary School is committed to safeguarding and promoting the welfare of all children and expects its staff to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Completed applications should be sent to the school office:

e-mail: office@stmatthews.cambs.sch.uk

St Matthew's Primary School, 19 Norfolk Street, Cambridge CB1 2LD, tel: 01223 568838

The closing date for applications is 9.00 a.m. on Monday 8th January 2024. Interviews will be held shortly thereafter.

Yours faithfully,

A handwritten signature in black ink that reads "Tony Davies". The signature is written in a cursive style with a large, stylized 'T' and 'D'.

Tony Davies
Headteacher