



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

November 2023

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)**
- **8:30am to 3:30 pm, Wednesdays and Thursdays**
- **Temporary post to 31st August 2023**

Thank you for your interest in the role of Higher Level Teaching Assistant here at St Matthew's. The successful candidate would start as soon as possible, but no later than 1st January 2024.

We are looking for someone to 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), and on Thursdays to work as a Higher Level Teaching Assistant across the school. This will involve teaching whole classes as part of PPA or staff absence, delivering lessons already prepared by teachers, alongside other teaching assistant work while not covering classes.

The application pack 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.

The closing date for applications is 9.00 a.m. on Monday 27th November 2023. Interviews will be held shortly thereafter.

Yours faithfully,

Tony Davies
Headteacher