



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: Tony Davies

May 2024

Dear Applicant,

- **Higher Level Teaching Assistant, Level 4, Scale Points 12 to 15 – £24,496 to £25,878 (pro rata - £13.69 to £14.41 per hour)**
 - Position One: 8:30am to 3:30 pm, Monday to Friday, term time only, beginning June 2024
 - Position Two: 8:30am to 3:30pm, Wednesdays only, term time only, beginning September 2024

We are looking to recruit two Higher Level Teaching Assistants to join our friendly, dedicated team here at St Matthew's. We have two positions available, one to start as soon as possible and a second to start on 1st September 2024.

Our higher level teaching assistants work across the whole of our 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, HLTAs would be delivering lessons already prepared by teachers.

We believe you would be very happy working as part of our supportive team, so we do hope you choose to apply.

The closing date for applications is 9.00 a.m. on Monday 17th June 2024. Interviews will be held shortly thereafter.

The full application pack, available from our website, includes:

1. An application form
2. Job Description
3. Person Specification
4. St. Matthew's Safeguarding and Child Protection Policy
5. A policy statement on the recruitment of ex-offenders

St. Matthew's Primary School is committed to safeguarding and promoting the welfare of all children. All our staff must share this commitment. Successful applicants will need to provide two referees and will be subject to an enhanced DBS check.

If you choose to apply please ensure that you complete the application form in full and that there are no gaps in your employment history record (please include any periods of unemployment). Please ensure your references include your most recent employer and, if possible, a reference from a post where you have worked with children previously. Please

also ensure that you tell us about your ability to fulfil all the points on the person specification in your application.

We hope that you do apply for the post and we look forward to receiving your application.

Yours sincerely,

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

Tony Davies
Head Teacher