

# Heene CE Primary School



**Job Application Pack – Higher Level Teaching Assistant**

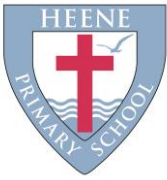
**West Sussex NJC Grade 8, point 20 £33,672 FTE (Actual salary £27,833)**

**Start date: 1<sup>st</sup> September 2026; 1 year Fixed term contract**

**35.5 hours per week, Term Time Only, Plus Inset Days**

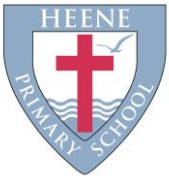
**Closing Date: 9am Monday 29<sup>th</sup> June 2026**

**Interview Date: Thursday 2<sup>nd</sup> July 2026 (subject to change)**



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## Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our vision is: 'Together in faith, we love, grow and learn'

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help the children develop during their time at our school. All our learning is linked to these values in some way.

Our leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust and we are looking to expand the team with the right people to aid us on this journey.

Visits to the school are warmly welcomed and encouraged - please do contact the school office and I will be happy to show you around.

**Mrs Laura Turner**

**Headteacher**



## Advert

**Salary** West Sussex NJC: Grade 8, point 20 £33,672 FTE (Actual salary £27,833)

**Location** Heene CE Primary School, Norfolk St, Worthing, BN11 4BB

**Contract** 35.5 hours per week, Term Time Only, Plus Inset Days.

Monday – Friday 8.30am - 4pm (Wednesday until 4.30pm)

Fixed term for 1 year

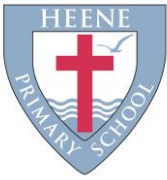
Heene CE Primary School are seeking to appoint a flexible, proactive member of staff to join our hardworking team who has a willingness and ability to work across all the entire primary age phase delivering cover for class teachers and giving support to groups or individual learners as directed.

### The purpose of the role

We are looking for someone to work in collaboration with class teachers to raise the learning and attainment of pupils, promoting the pupils' independence, self-esteem and social inclusion, whilst covering their classes. This will also include giving support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

No CVs please, application forms only.

Heene CE Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.



## Application Details

Thank you for your interest in the Higher Level Teaching Assistant vacancy at Heene CE Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to [hr@heenepriamry.co.uk](mailto:hr@heenepriamry.co.uk)

These can be downloaded from the school website [www.heenepriamry.co.uk/web/](http://www.heenepriamry.co.uk/web/)

### Closing Date

Please ensure your application arrives by 9am on Monday 29<sup>th</sup> June 2026

### Interview:

Interviews for the role will aim to be held on Thursday 1<sup>st</sup> July 2026

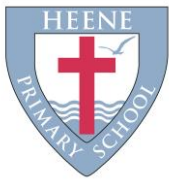
Further details will be shared with candidates that have been successfully shortlisted closer to the interview date.

### Visiting

Heene CE Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

### Safeguarding

Heene CE Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Job Description

**Post:** Higher Level Teaching Assistant

**Location:** Heene CE Primary School, Norfolk Street, Worthing, BN11 4BB

**Salary: Grade 8, point 20 £33,672 FTE (Actual salary £27,833),**  
Term Time Only, Plus Inset Days, 35.5 hours per week

**Reporting to:** Headteacher

### Overall Purpose

We are looking for someone to work in collaboration with class teachers to raise the learning and attainment of pupils, promoting the pupils' independence, self-esteem and social inclusion, whilst covering their classes. This will also include giving support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

### Duties and responsibilities

#### Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.

Use effective behaviour management strategies consistently in line with the school's policy and procedures.

Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

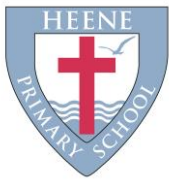
Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.

Use ICT skills to advance pupils' learning.

Undertake any other relevant duties given by the class teacher.

To cover and lead class teaching, as and when appropriate.

Direct the work, where relevant, of other adults in supporting learning.



## **Planning**

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans shared prior to lessons, if available.

Prepare the classroom for lessons.

Use your area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.

Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.

Plan how they will support the inclusion of pupils in the learning activities.

## **Working with staff, parents/carers and relevant professionals**

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.

Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.

With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.

Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.

Collaborate and work with colleagues and other relevant professionals within and beyond the school.

Develop effective professional relationships with colleagues.

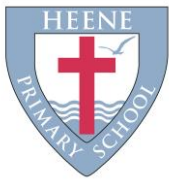
## **Health and safety**

Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

Look after children who are upset or have had accidents.

## **Professional development**

Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.



Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Take part in the school's appraisal procedures.

Take part in the school's weekly staff meeting.

### **Other areas of responsibility**

#### **Safeguarding**

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

Promote the safeguarding of all pupils in the school.

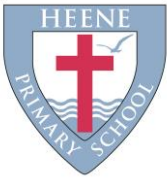
#### **The HLTA will be required to follow school policies and the staff code of conduct.**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



## Person Specification

Criteria	Qualities
<b>Qualifications and training</b>	<p>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math's</p> <p>First-aid training, or willingness to complete it</p> <p>Desirable: HLTA qualification (or willingness to complete)</p>
<b>Experience</b>	<p>Experience working in a school environment or other educational setting.</p> <p>Experience working with children / young people age 4-11 years.</p> <p>Experience planning and delivering learning activities.</p> <p>Experience of planning and leading teaching and learning activities.</p>
<b>Skills and knowledge</b>	<p>Good literacy and numeracy skills.</p> <p>Good organisational skills.</p> <p>Ability to build effective working relationships with pupils and adults.</p> <p>Skills and expertise in understanding the needs of all pupils.</p> <p>Knowledge of how to help adapt and deliver support to meet individual needs.</p> <p>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</p> <p>Excellent verbal communication skills.</p> <p>Active listening skills.</p> <p>The ability to remain calm in stressful situations.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Good ICT skills, particularly using ICT to support learning.</p> <p>Understanding of roles and responsibilities within the classroom and whole school context.</p> <p>Understanding of effective teaching methods.</p> <p>Knowledge of how to successfully lead learning activities for a group or class of children.</p> <p>Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</p> <p>Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.</p>



<b>Personal qualities</b>	Enjoyment of working with children.  Sensitivity and understanding, to help build good relationships with pupils.  A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.  Commitment to maintaining confidentiality at all times.  Commitment to safeguarding pupil's wellbeing and equality.  Resilient, positive, forward looking and enthusiastic about making a difference.  Capacity to inspire, motivate and challenge children and young people.
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## Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 28 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated