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| **ADVERTISING FORM** | | | |
| **SCHOOL NAME** | Britannia Primary School and Nursery | | |
| **TELEPHONE NUMBER** | 01473 728566 | | |
| **EMAIL ADDRESS** | recruitment@britannia.suffolk.sch.uk | | |
| **JOB TITLE** | HLTA | | |
| **HOURS OF WORK** | 31.25 | **WEEKS PER YEAR** | **39** |
| **FTE (teachers)** |  | | |
| **TYPE OF CONTRACT** | PERMANENT TEMPORARY FIXED TERM  IF TEMP/FIXED TERM END DATE \_ 31/08/25 | | |
| **REASONS FOR TEMPORARY** | MATERNITY SICKNESS COVER ESTABLISHMENT REVIEW  OTHER GIVE DETAIL : | | |
| **SALARY TEACHING POST (type in allowance amount)** | **SCALE**  **Post will be advertised across MPR/UPR range unless notified otherwise**  ***NOTE TLR’s A B C*** | **ALLOWANCE**  **PERMANENT TEMPORARY** | |
| **VALUE**  **TLR 1**    **TLR 2**  **SEN** | **VALUE**  **TLR3**  **R&R** |
| **SALARY SUPPORT STAFF** | **GRADE**  4 | **SCALE POINT RANGE**  9-22 | |
| **ADVERT TEXT** | *(****see overleaf)*** | | |
| **ADVERTISING DATE** |  | | |
| **CLOSING DATE** | **Friday 24th January 2025, 9am** | | |
| **SHORTLISTING DATE** | ***TBC*** | | |
| **INTERVIEW DATE** | TBC | | |
| **WHERE TO PLACE ADVERT** | | | |
| **Suffolk Jobs Direct School Website TES Paper TES Publication**  **EADT paper EADT Website Other (*please state*)** | | | |

**GIPPESWYK COMMUNITY EDUCATIONAL TRUST**

BRITANNIA PRIMARY SCHOOL AND NURSERY



**Higher Level Teaching Assistant**

**PART TIME**

**SALARY: GRADE 4, SCP 9 – 22 (£18,168 – £22,685) per year depending on experience**

**‘Developing Responsible Citizens, Confident Individuals and Independent Learners’**

We are seeking well organised, flexible, and committed individuals to join our friendly team of HLTAs As soon as possible.

This is a fixed term post ending 31st August 2025, with the potential to be made permanent. Working 31.25 hours per week, 39 weeks per year. Normal working hours are 8.15am to 3.30pm including a 1-hour lunch, Mondays to Fridays.

You will report directly to the Vice Principal or the Phase Leader and will be responsible for delivering lessons to all pupils to cover class teachers when required.

**Previous experience of working in schools would be advantageous however, it is essential you have a GCSE (or equivalent) Grade C or above in English and Maths.**

**You will:**

* Need excellent behaviour management skills as most classes will be unaccompanied by any Teaching Assistant support.
* Be a team player as well as having the ability to work with limited supervision.
* Be committed, punctual and reliable.

**We offer:-**

* A large, successful school with enthusiastic children in a stimulating, friendly learning environment
* The opportunity to work with dynamic and forward-thinking staff
* A friendly, supportive working environment
* Access to various professional development opportunities
* We have supportive staff, parents and governors.

We also offer a friendly environment to work in, holiday pay is built into your annual salary, and you will have entitlement to join the Local Government Pensions Scheme.

**Britannia Primary School and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks required for relevant posts.**

***For further information and discussion regarding the post contact: Jo Masters, 01473 728566,*** [***recruitment@britannia.suffolk.sch.uk***](mailto:recruitment@britannia.suffolk.sch.uk)

**Application packs are available from the Trust website:** [**www.gcetrust.org.uk**](http://www.gcetrust.org.uk) **or by phoning the school office on 01473 728566. CVs are not accepted.**

**CLOSING DATE: Friday 24th January 2025, 9am**

**INTERVIEW DATES:** TBC

**GIPPESWYK COMMUNITY EDUCATIONAL TRUST**

**ADVERTISEMENT TEXT**

***Forward completed Advertising form and advert to*** [***recruitment@copleston.suffolk.sch.uk***](mailto:recruitment@copleston.suffolk.sch.uk) ***as soon as possible***