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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 – Computing Lead |
| **HOURS OF WORK**  | 21 | **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 REVIEWOTHER GIVE DETAIL : Resignation  |
| **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** 15-22 |
| **ADVERT TEXT** | *(****see overleaf)*** |
| **ADVERTISING DATE**  |  |
| **CLOSING DATE**  | **Friday 24th January 2025, 9am** |
| **SHORTLISTING DATE** | ***TBC*** |
| **INTERVIEW DATE**  |  |
| **WHERE TO PLACE ADVERT** |
| **Suffolk Jobs Direct School Website TES Paper TES Publication** **EADT paper EADT Website Other (*please state*)** |

**GIPPESWYK COMMUNITY EDUCATIONAL TRUST**



 **Higher Level Teaching Assistant - Computing**

**PART TIME**

 **SALARY: GRADE 4, SCP 15 – 22 (£14,140 - £15,871** **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 until 31st August 2025 with the potential to be made permanent, working 21 hours per week, 39 weeks per year. Normal working hours are 8.00am to 4.00pm including a 1-hour lunch, Wednesday to Fridays.

You will report directly to the Phase Leaders and Vice Principle and will be responsible for delivering Computing lessons to all pupils from year 1 through to year 6 for a full morning and afternoon once every 3 weeks. This is because Britannia operates a rotational program of lessons in 3 subject areas: Modern Foreign Languages (French), Music and Computing.

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

**You will:**

* Need excellent behaviour management skills as you will be solely responsible for 6 classes of mixed ability pupils each week, the vast majority of which will be unaccompanied by any Teaching Assistant support. Pupils with additional needs thrive in each of our classes.
* Have knowledge of Microsoft Office, PowerPoint, Excel and Word – This is essential.
* Have good communication and ICT skills with the ability to work from basic Computing plans and have the knowledge to adapt and build upon existing curricular guidance.
* 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.**

**Please note applicants who have previously applied within the past 2 years do not need to re-apply.**

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

**Application packs are available from the Trust website:** <https://www.oxlip.uk/>**or by phoning the school office on 01473 728566. CVs are not accepted.**

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

**INTERVIEW DATE:**

**GIPPESWYK COMMUNITY EDUCATIONAL TRUST**

**ADVERTISEMENT TEXT**

***Forward completed Advertising form and advert to*** ***recruitment@copleston.suffolk.sch.uk*** ***as soon as possible***