

# Herne Junior School

**HLTA/NVQ Level 4 PPA Cover**

**Closing date:** 24/05/2024 at 12:00

**Interview date:** 07/06/2024

**Job Start Date:** 01/09/2024

**Contract/Hours:** Permanent - Part-time

**Salary Type:** Support Staff

**Salary Details:** £10,206 - £13,521 pro-rata salary, dependent on experience

**Hours of Work:** 17 hrs per week over 4 days

**Location of Role:** Herne Junior School

## Job/Person Summary

Herne Junior School has dynamic, dedicated staff who have high expectations of children and work hard to meet the individual learning needs of every child, while ensuring that learning is fun. Our children are enthusiastic, motivated and keen to learn.

We are looking for an enthusiastic and highly motivated Higher Level Teaching Assistant to join our friendly and hard-working team. The successful candidate will be providing PPA cover across the school – KS2 years 3 to 6.

A level 4 qualification / HLTA status or other appropriate qualification is required along with excellent English and Maths skills. You will be required to keep accurate records and be able to provide feedback to the teachers.

The school is keen to support anyone considering training for Qualified Teaching Status and this role could be a good stepping stone in that direction.

We are committed to safeguarding and promoting the welfare of children. The successful applicant will have to meet the requirements of the person specification and the post will be offered subject to an enhanced DBS check. Only applications submitted on the school's application form will be accepted.

The successful candidate will:

- Have empathy with pupils and be sympathetic to their needs
- Have high expectations for the progress and attainment of children with special educational needs
- Have an unconditional positive regard for children
- Be able to demonstrate good spoken and written communication skills
- Possess numeracy and literacy skills to GCSE level or equivalent (English and Maths)
- Have excellent interpersonal skills with a good sense of humour
- Be flexible and able to work as part of a team
- Have a calm and positive approach
- Demonstrate initiative and independent skills
- Have a good track record of attendance in previous employment
- An understanding of the need for confidentiality and safeguarding

Tours of the school are encouraged and can be arranged through the school office by emailing [admin@hernejunior.com](mailto:admin@hernejunior.com) or calling 01730 263746.

**The contracted hours for the HLTA PPA Cover role is 17 hours over 4 days**

Please note that salary ranges are pro-rata for the D and E grades.

## Application Procedure

Application packs are available from the school office on request. Please submit your completed application to Rebecca Loader, School Business Manager [r.loader@hernejunior.com](mailto:r.loader@hernejunior.com)



## **Safer Recruitment**

Herne Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.