



Application Pack

HLTA role

An extraordinary education for every pupil



Welcome



St Clement's Primary School & Preschool is a flourishing one form-entry Primary school. Our Preschool is oversubscribed.

We are a nurturing and inclusive preschool, dedicated to providing a supportive and inspiring learning environment for young children. We aim to help our little learners develop essential skills that will serve them throughout their education and beyond. We are looking for a passionate and enthusiastic Higher -Level Teaching Assistant to join our team.

We are Ofsted rated 'outstanding' in Personal Development and 'good' in all other areas (October 2024). We are proud that our staff enjoy working at St Clement's and that this was acknowledged by Ofsted: "Staff are positive about the school. They work closely together and support each other well. Staff are reflective and thoughtful about their work."

At St Clement's, we are proud to offer a dedicated, large, and vibrant learning space that fosters creativity and growth. Our preschool features an expansive outdoor area, providing children with the opportunity to learn in nature and develop a strong connection with the world around them. We offer a varied curriculum designed to challenge children of all abilities, equipping them with the tools they need to succeed in life's next steps.

Our school is known for its friendly, supportive atmosphere, where children thrive in a safe and positive learning environment. If you are passionate about supporting young learners and helping them grow, we would love to hear from you.

Overview



St Clement's CofE Primary School and Pre School is a primary school located in Worcester

We have 254 pupils from age 2– 11 years and 45 staff .

Established in 1976, the school founded The Rivers CofE Academy Trust in 2014

Ethos

We are a one-form entry Primary school with a nurturing ethos. Our vision lies at the centre of everything we do. We provide exceptional provision for pupils' personal development. Pupils say, 'Everyone can be the way they want to be in this school.' (Ofsted, October 2024)

Our latest Ofsted judgments: October 2024

Personal Development: Outstanding

The quality of education: Good

Behaviour and attitudes: Good

Leadership and management: Good

Early years provision: Good

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



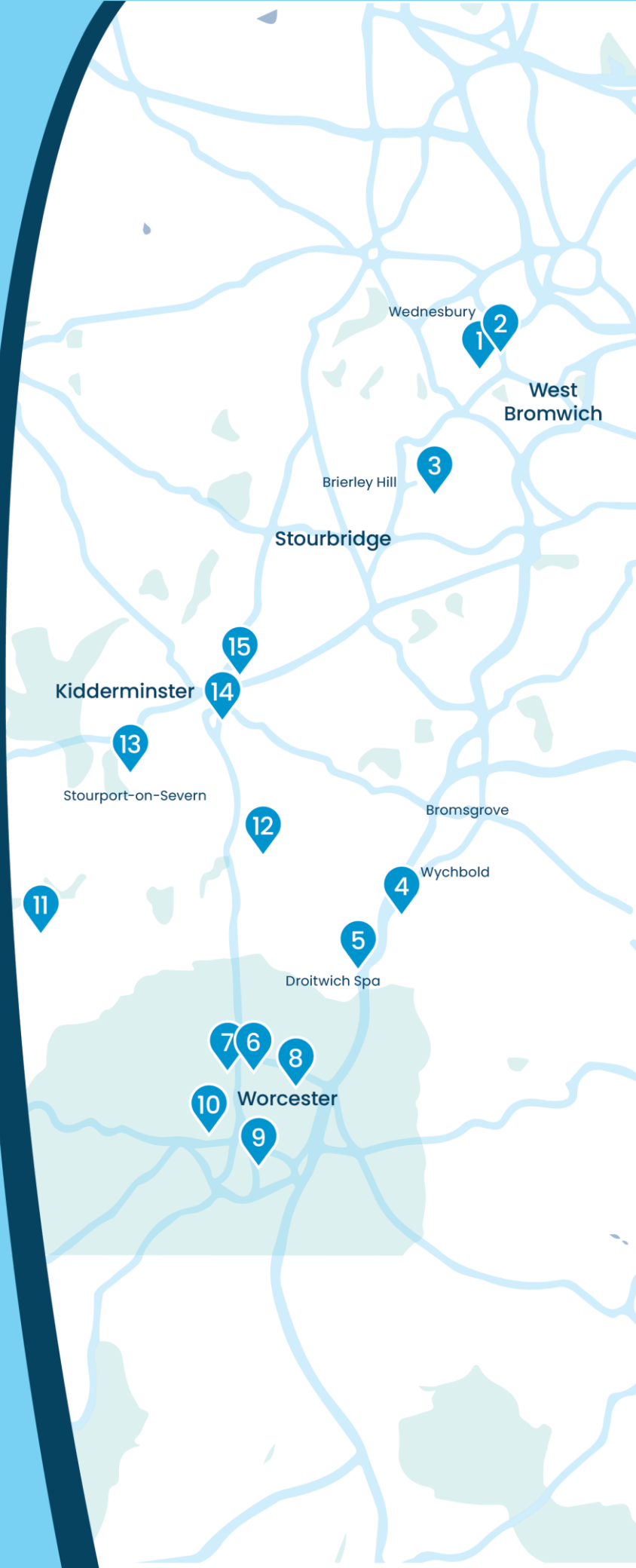
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title: Higher Level Teaching Assistant (HLTA4)

Salary: , TA4 scale point 19: £9987.64

Contract Type: Higher Level Teaching Assistant – Fixed Term, Part-time, 2 days per week. (13hours)

Reporting To: The Head of School

Location: St Clement's C of E Primary School and Preschool


About: We have an exciting opportunity for an excellent, experienced HLTA to join the team at St Clement's Primary School and Preschool. The successful candidate would be expected to teach classes across the primary range, so should have strong literacy and numeracy skills and experience of working with children in an education setting.

About (continued)

We are looking for someone who can:

- utilise advanced skills and curriculum knowledge to prepare high quality teaching sessions.
 - complement our teachers' delivery of the national curriculum and contribute to the development of a subject area including policies and strategies.
- successfully plan, teach and assess whole classes.
- be flexible and adaptable when working with a range of colleagues and pupils.
 - has a commitment to ensuring that every pupil achieves the best that they possibly can,
 - has high expectations in all areas of school life.

Skills we are looking for:

- has the ability to work as part of a supportive and enthusiastic team
 - has the enthusiasm and the ability to inspire children and colleagues,
 - has a commitment to continued professional development,
 - is highly motivated and organised,
 - has high expectations of self and others; the desire and ability to make a difference
 - is committed to promoting the vision and core values of the school. in the local area for the benefit of children and families.
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Job description

Key Purpose:

- The purpose of this post is to support pupils and staff to ensure that all pupils reach their full potential.
- To plan, prepare and deliver engaging lessons for pupils.
- To monitor pupils, assess, record and report on pupils' achievement, progress and development.
- To follow The Rivers Teaching and Learning Principles.
- To plan lesson so that all children can access the lesson through scaffolding or adapting lesson accordingly to individual needs.
- To follow the schools Safeguarding policy and protocol.
- To embed and follow our behaviour policy

Main Activities:

- Assisting pupils in the acquisition of basic literacy and numeracy skills.
 - To ensure pupils in making progress across all subject areas.
 - Working with pupils on a whole class basis.
 - Assist in offsite visits
- Aid pupils with special needs to access all subjects of the national curriculum and encourage their independence as learners.
 - Ensure pupils understand instructions.
- Motivate and encourage pupils to behave well in and around school.
 - To develop a supportive and trusting relationship with other adults and children.
 - Promote and reinforce pupil self-esteem through praise and encouragement.
 - Meet the physical and/ or hygiene needs of pupils as required.
 - Support and follow our ethos for children with Emotional and behavioural difficulties.
- Possibly support at lunchtimes.

Job description (continued)

Supporting the school

- Attend training when appropriate and after consultation with the head of school /teacher.
- Be aware of and support all the school's policies.
- Be aware of the school safety procedures e.g. fire drill/ health and safety policy.
- Treat as confidential all information on individual pupils and refer parents to the class teacher should any questions about individuals asked.
- Foster positive links between home and school.
 - After negotiation with the teacher/head of school, carry out the administration of elementary first aid at break times to pupils throughout the school (qualified staff only).
 - Perform any reasonable duties as requested by the head of school/teacher.

Leadership and Management

- Act as a Team Leader and Supervisor for Teaching Assistants.
 - Responsibility for the supervising of day-to-day housekeeping of Teaching Assistants.
- Attend teaching staff briefings and disseminate relevant information to Teaching Assistants.
- Responsible for organising regular team meetings/briefings for Teaching Assistants.

The School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

Person Specifications

Qualifications and Experience:

Essential:

An HLTA qualification and experience in working in a school setting.

Desirable:

A teaching qualification
Evidence of further CPD; first aid trained; Team Teach trained.

Skills and Knowledge:

Essential: Ability to work independently; ability to use own initiative; good understanding of safeguarding and an excellent practitioner.

Desirable:

Good understanding of the national curriculum; safeguarding training undertaken; offsite visit trained.

Personal Qualities:

Essential:

Ability to work as part of a team; has the enthusiasm and the ability to inspire children and colleagues; has a commitment to continued professional development; highly motivated and organised and has high expectations of self and others – and the desire to make a difference

How to Apply

Application forms are available to download here: [Job vacancies | St Clement's CofE Primary](#)

Please email completed application forms to Mrs R Bishop,
office-stc@riverscofe.co.uk by: Friday 3rd July 2026

Interview date: week commencing 6th July 2026

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.



The Rivers
C.of E. Academy Trust

Get in Touch

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[Home](#) | [St Clement's CofE Primary](#)

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