

Plymouth Cast Academy Trust

St Joseph's Catholic Primary School

Head Teacher: Mr Neil McDermott BEng (Hons) MEd



'Together we will do
our best for Jesus'

TEACHING ASSISTANT – Higher Level (HLTA)

**30 hrs per week (8.20am – 3.20pm)
(and the option to work 30 min as a Mealtime Assistant)**

St Joseph's Catholic Primary is a successful primary school located in Parkstone, Poole. Our recent OfSTED inspection recognised that we are a caring, inclusive and improving school.

We are seeking to appoint a Teaching Assistant Higher Level to cover classes. As an HLTA, your expertise will be vital in supporting the curriculum delivery, independently leading classes and providing reliable cover to ensure continuity in learning.

The successful candidate will need to:

- Covering lessons and managing classroom dynamics during teacher absence, including PPA(Planning, Preparation and Assessment) time, delivering pre-prepared material.
- Targeted support for individuals or small groups, running intervention sessions focused on core areas such as literacy, numeracy, or specific educational needs.
- Monitoring and reporting on pupil progress, giving constructive feedback to class teachers and assisting with continuous assessment.
- Contributing to curriculum support, involving preparing, adapting and tailoring learning resources.
- Encouraging positive behaviour and maintaining an orderly, stimulating, and safe environment.
- Be an enthusiastic, well organised and committed member of staff
- Have a calm patient manner
- Have good personal organisation and be flexible and positive in their approach with strong interpersonal skills.
- Foster positive relationships with all members of the school community.

To be successful in this role, you will need:

- The Higher Level Teaching Assistant (HLTA) qualification is mandatory.
- Substantial prior experience as an HLTA or a very experience Senior Teaching Assistant in a primary school context.
- A demonstrable ability to implement effective behaviour management strategies and the confidence to take sole charge of a classroom.
- A robust working knowledge of the primary national curriculum and the skill to modify teaching methods accordingly.
- Exceptional interpersonal and communication skills, essential for working effectively with the entire school community.
- An existing enhanced DBS check on the Update Service, or the preparedness to undergo a new application.

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The successful applicant must undertake an enhanced Disclosure and Barring Service check prior to appointment.

Closing date: Friday 5th December 2025

Interview date: Wednesday 10th December 2025

Application pack is available on the school website:

<https://www.sjcpschool.co.uk/web/vacancies/669004>

If you would like any further information please call Elizabeth Harding on 01202 741932 or email eharding@sjcpschool.co.uk

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Shortlisted candidates will be notified by email