Upton St Leonards C of E Primary School

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Executive Head Teacher: Mrs Sarah E Broadbent BEd NASENCo NPQEL

Dear Applicant

The Advertised Post – Higher Level Teaching Assistant
Permanent Contract: To start as soon as possible
30.8 Hours Grade 6, 39 weeks a year

Thank you for your interest in this post.

Background to the Post

With immediate effect, we require a Higher Level Teaching Assistant with enthusiasm and flexibility to join our staff team.

This role will involve cover-supervising class teachers for their Leaderships release time, subject leader release time and teacher's PPA. We are particularly interested in applicants who have a subject specialism and would tailor the role to make use of their expertise.

Applicants should have an excellent understanding of the primary curriculum. They should have a proven record of good/outstanding practice, together with a commitment to high standards, both across the curriculum and in terms of their relationships with children.

As our school is a Church of England (controlled) School, we place great emphasis on our Christian vision and the core values which underpin this. We would expect applicants to be supportive of these.

In 2024, the school was inspected by Ofsted and was graded 'Outstanding'; our latest Church School Inspection (2020) graded us as Good.

Visits to the School

Visits to the school are actively encouraged. Please contact our Admin Team on admin@usl.school or (01452) 616109 to book a visit.

Guidance on completion of your application

- Please use the Application Form attached to this advertisement; this should be completed and returned by 12 noon on Thursday 19th November 2026.
- Please take care to follow the instructions on the form carefully.
- Please do not send a CV as we do not accept applications in this form.
- Completed application forms should be emailed to the Head of School, Mrs Kathy Donaldson, at uslhos@heartwoodfederation.co.uk . Please do not send a hard copy.

Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security. The successful candidate will be required to undertake an enhanced DBS check. Applications for posts should include a declaration of any criminal conviction.

References

- Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer but not somebody who is involved in the interview process.
- If you are not currently working with children but have done so in the past, please provide details so that we can obtain an additional reference from the employer for whom you most recently worked with children.
- It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.
- We intend to approach current and previous employers for references after short listing, and before interview.
- Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

Interviews

The interviews will be held on Wednesday 11th November 2026. More details will be given when the invitation to interview is issued.

About our School

Upton St Leonards Church of England (Controlled) Primary School is set in a village environment and serves a wide community including Upton St Leonards Village, Abbeymead and the surrounding area.

We are a two-from entry and currently have 420 children on roll. The school is organised in seven separate year groups with six infant and eight junior classes.

As a Church of England (controlled) School, our Christian vision of 'Building foundations for a love of life, a love of learning and a love of one another' along with our 4 core values of love, perseverance, truthfulness and respect, are at the heart of all that we do. They act as drivers to inform all decision-making including policies, procedures and the design of our curriculum.

We love life! *We have a passion and dedication to develop and nurture the whole child, to make sure they are happy, well-cared for individuals, with the resilience and aspiration to build on the* firm foundations *they have developed with us, through their future education and life. We want our children to be successful young people who will embrace life and* thrive *in modern Britain.*

We also encourage our staff to 'love life' and encourage a work-life balance by providing a paid well-being day each year; encourage staff to attend important family events; look after their health; and take PPA from home as and when needed. We are a strong team – a family - and engage in regular social events to strengthen our relationships.

We love to learn! We deliver a broad and balanced curriculum that meets the National Curriculum as a minimum, and strives to ensure that all our pupils at least meet the national standards. Due to its ambitious content, implementation is scaffolded where needed, to meet the needs of all.

Our curriculum design builds curiosity and engages children; encouraging *perseverance* to overcome challenge. It is spiral in design, providing a wealth of knowledge, skills and cultural capital. We aim for children to 'know more and remember more', ensuring this builds on prior learning.

The Head of School prioritises reading; staff foster a love of reading and all children being able to read to a good level, is prioritised. We aim to expand vocabulary and equip pupils to become responsible, *truthful* citizens and independent life-long learners.

We love on another! We are very proud to be recognised as an 'Embracing Thrive' school and to have achieved our 'GHLL Mental Health Award'. We place a great deal of emphasis on recognising and attuning to pupils emotions, validating them and helping them to self-regulate. Much of the work we do prioritises the need to increase children's self-esteem and confidence. We therefore adopt a positive approach to behaviour through a carefully structured system of rewards, using a restorative approach to managing misbehaviour.

Our school is modern and well-resourced. All classrooms in the EYFS and Key Stage 1 have outdoor classrooms, and all classrooms in Key Stage 2 have practical areas in addition to the classroom itself. We have a spacious, well-equipped hall, a large intervention space (The Butterfly Room), a peripatetic music room (The Rainbow Room), a Thrive/ Nurture room (The Hub), a teaching kitchen, and a Library. In addition, we have two fully resourced laptop trollies and tablets.

Outside we have a large playground, two large fields, an adventure playground, a giant sandpit, climbing walls, a pond area, an outdoor stage and a Spiritual Garden.

We look forward to finding out more about you when reading your application.

Yours sincerely

Mrs Kathy Donaldson
Head of School