



# LONGTHORPE PRIMARY ACADEMY

United in Diversity, Inspired for Life

## Candidate Pack

### Lead Teaching Assistant (Cover HLTA) - Fixed Term

(Working across multiple year groups in KS1 and KS2)



Proud to be part of  
**KEYS  
ACADEMIES  
TRUST**



## About Our School

---

At Longthorpe, our mission is 'United in Diversity, Inspired for Life.' This reflects our celebration of diversity, commitment to unity and focuses on inspiring children to achieve their full potential through an aspirational curriculum.

We value everyone and believe that we all have something we can learn from one another. Our mantra of 'Ready, Respectful, Safe' permeates every aspect of school life.

Longthorpe Primary Academy is situated to the West of Peterborough and is within walking distance of the city centre. We serve a wonderfully diverse community with 42 different languages at present and 16% of our cohort generate our pupil premium funding.

Longthorpe Primary Academy is part of Keys Academy Trust consisting of a group of five Peterborough schools: Longthorpe Primary, Nova Primary, Ravensthorpe Primary, Thorpe Primary and Jack Hunt Secondary. We work together to ensure pupil achievement, wellbeing and strive to provide the best experience for our pupils.

We are at an exciting phase of our journey following a very successful Ofsted inspection in April 2024. Our mission is to create an exceptional school which provides our children with the knowledge and skills they need to prepare them for the next phase of their education and beyond.

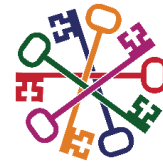
We are a diverse and happy school for children aged 4-11 years old. Our pupils are well behaved, eager to learn and enjoy all that school has to offer. We nurture children to be confident, independent thinkers who have a good sense of self-worth and belief in their own capacity to succeed alongside being effective learners; articulate, literate and numerate.

We encourage the children to have high aspirations of themselves, their achievements and futures. We want our children to be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

Children at Longthorpe will develop a strong sense of responsibility for their own learning, holding high aspirations of themselves, their achievements and futures. They will be effective collaborators with a good range of communication and leadership skills, giving them the ability to clearly articulate their ideas and emotions, as well as consider those of others.

We benefit from a low turnover of staff, all of whom are committed to having a positive impact on children's lives.

A strong home school partnership is integral to children's success and is highly valued; we encourage parents to take an active part in their children's education, and we provide opportunities for this.



## About Our Trust

---

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

## Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

### Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes (employer contributions of 28.6% Teachers Pensions Scheme)
- Free parking at all Keys schools
- Free on-site annual flu vaccination scheme
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Additional planning days
- iPads and Laptops for all teaching staff
- Open door listening policy to Senior Leaders

### Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care



## Job Information

---

Role:	Lead Teaching Assistant (Cover HLTA) <i>(Working across multiple year groups in KS1 and KS2)</i>
Salary:	Grade 9 - NJC Point 24   FTE £35,412 -- Prorated £28,685
Contract:	Fixed Term – Starting asap in Sept 2026 until 31 <sup>st</sup> August 2027
Hours:	Mondays – Fridays   35 hours per week   Term Time + 1 week
Closing date:	31 <sup>st</sup> August 2026 @ 9.00am
Interviews:	We reserve the right to interview candidates as applications are received and to withdraw the advert if a suitable appointment is made.
Start date:	September 2026

### Job Description

The purpose of the post is to complement the work of a teacher, by effectively scaffolding appropriate to the age, subject, and specific individual needs of students, ensure their achievements are good or better. Lead Teaching Assistants will generally be deployed to cover classes for either planned or unexpected teacher absence.

### Principal Duties

- Under an agreed system of directions and supervision, carry out timetabled PPA/Leadership cover for Teachers and cover for teacher absence.
- To act as Lead Teaching Assistant for all pupils to ensure they make good progress from their starting points, including but not limited to pupils with SEND and EAL.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
- To assist in the assessment of the needs of pupils and use specialist skills, training, and experience to support pupils in accessing the classroom and curriculum.
- To support pupils to take responsibility for their own learning.
- Ensure pupil's wellbeing and dignity is supported, for example through intimate care.
- Actively engage with the school's provision map for pupils on the SEND register.
- To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To promote inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within school.

### Support For The Teacher

- To be involved in display work around the school and to direct others as necessary.
- To monitor and evaluate pupil's responses to learning activities and note their progress towards targets.
- To advance learning when working with individuals, small groups and whole classes without the presence of the assigned teacher.

- Support the evaluation of pupils' progress using a range of assessment techniques.
- To contribute effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupil progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.
- To work in partnership with the teacher in supporting learning and managing the needs of pupils for example through effective scaffolding.
- To assist the class teacher with the preparation of reports, EHCP comments, APDR and other plans intended to support students with particular needs.
- To assist the teacher in the monitoring, assessment and recording of pupil progress.
- To provide the teacher with accurate and objective feedback about pupils' learning.
- To assist in the development of lesson plans and resources as appropriate under the guidance of a teacher.
- Liaise with and build strong relationships with parents / carers.

## Support For The Curriculum

- Use IT effectively to support learning activities and develop pupils' competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses and needs.
- To assist the teacher with the preparation of the classroom and appropriate resources.
- To contribute to the overall ethos of the school to ensure an environment which is calm, purposeful, and happy.
- To attend and participate in training and other learning activities as required.
- To supervise students on planned trips, visits and out of school activities as required.

## Safeguarding And Welfare

- Be responsible for the welfare and safeguarding of children and young people.
- Ensure the safety and well-being of all children in the academy, adhering to safeguarding policies and procedures.
- Promote a positive and inclusive environment where every child feels valued and supported.
- Administer first aid and intimate care as required.

## General Duties

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.
- Lunchtime duties.

## Grade Specific Duties

- To adhere to the professional standards for Higher Level Teaching Assistants
- To undertake broadly similar duties commensurate with the level of the post as required by the Key Stage Leads / Deputy / Headteacher.
- To assist with the training of other teaching assistants.
- Comply and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting concerns to the named / appropriate person.
- Administer and invigilate exams/ tests. To mark and carry out question level analysis for in school tests.
- Lead 'out of school' planned learning activities, for example field trips within guidelines established by the school.

- To attend relevant meetings, including staff meetings, and participate in training and development opportunities as appropriate, including school planning and CPD days.
- Establish constructive relationships and communicate with other agencies /professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To promote the aims and vision of the school within school and the wider community.
- To contribute to the overall life and work of the school.
- Use area of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan ways to support the inclusion of pupils in the learning activities.
- To plan and deliver targeted interventions with close support from SENDCo and class teacher.
- Preparing resources under the direction of the class teacher.
- To work in partnership with the teacher in delivering planned lessons to individual pupils or small groups.
- Attending relevant review meetings relating to identified pupils.

## Other Duties

Any other reasonable duties as requested by the Headteacher.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

***The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed essential criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	Essential	Desirable
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• A clear recognition of and commitment to all our aims as a high performing school.</li> <li>• Smart business dress.</li> </ul>	<ul style="list-style-type: none"> <li>• Tangible evidence of the commitment to education in the current post.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good basic level of education with at least 5 GCSEs including English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• A specialist qualification with evidence of an interest in continued training.</li> <li>• Evidence of undertaking relevant, professional qualifications and training.</li> <li>• A degree or equivalent professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues.</li> <li>• A good understanding of the role of monitoring.</li> <li>• Experience of planning and leading teaching and learning activities</li> <li>• Understanding of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience in a school or college.</li> <li>• Experience of supporting pupils who have special educational needs in an educational context.</li> <li>• Clear practical strategies for supporting pupils.</li> <li>• Experience of monitoring and evaluating learning leading to pupils making outstanding progress.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to inspire and motivate children</li> <li>• Ability to promote positive learning behaviour throughout the class and school and to have a positive approach to behaviour management</li> <li>• Strong inter-personal skills</li> <li>• Work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Show evidence of commitment to taking an active part in school-life, including out of hours activities</li> <li>• Evidence of continuous professional development and commitment to further professional development relating to curriculum/teaching and learning/career development</li> </ul>

	<ul style="list-style-type: none"> <li>• Use ICT to enhance children's learning as well as for planning, developing the curriculum and communicating</li> </ul>	
<b>Staff Development</b>	<ul style="list-style-type: none"> <li>• An understanding of the importance of training.</li> <li>• A proven desire to improve.</li> </ul>	
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• An ability to work with our students.</li> <li>• Good listening skills.</li> <li>• The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.</li> </ul>	
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Commitment to inclusion and equal opportunities and promoting the ethos and values of the school.</li> <li>• Resilience and enthusiasm</li> <li>• Highly motivated and able to motivate others</li> <li>• Flexible and able to act on initiative</li> <li>• Demonstrates emotional intelligence</li> </ul>	

## Safeguarding Statement

Keys Academies Trust and Longthorpe Primary Academy are committed to safeguarding children and promoting the welfare of children and young people and expects 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 an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the Academy with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.



**LONGTHORPE**  
PRIMARY ACADEMY

**Bradwell Road,  
Peterborough,  
PE3 9QW**



**KEYS  
ACADEMIES  
TRUST**

**Ledbury Road  
Peterborough  
PE3 9PN**