

Recruitment Pack

Ark Provision Lead

Higher Level Teaching Assistant

Band 8 Point 16 - 22

£29,064 - £33,699 FTE - Actual £24,355 – 28,240



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Welcome from Headteacher

Welcome to St John's CE Primary School where you will find a welcoming, inclusive and committed community of learners.

Our school serves its community by providing an education of the highest quality within the context of Christian belief and practice. Our school offers a community where everyone is a person known and loved by God, supported to know their intrinsic value. At St John's, we believe that all children are made in the image of God and are unconditionally loved by God. As a school community, we shape our work around our core Christian Values of endurance, wisdom, compassion and interior posture.

"I came that they might have life, and have it abundantly." John 10:10

At St John's we pride ourselves on our knowledge of our children: the children come first in all that we do. We work hard to know every child, to know their strengths and interests, so that their learning is always challenging and interesting. We work closely with families to ensure that our families are empowered to support their children within and beyond school.

We are a popular two-form entry primary school with a nursery. The school is situated in exceptional grounds and draws children primarily from Bierley and the Holmewood estate. The team at St John's work hard to ensure our curriculum is inspiring for our children, responding to their needs both academically and personally, building individual, independent children as they leave our school.

We help our children to truly 'Believe and Succeed'.

During their time at our school, our children develop their own beliefs, learning that these underpin their own character and behaviour. In turn, our children learn that their own character will indeed determine how and what they will succeed in.

We are proud to be part of the Bradford Diocesan Academies Trust (BDAT) family of schools. If you would like more information about our school or BDAT, you can browse our website www.stjohnscephprimary.co.uk or visit the [BDAT](#) website.

Andrew Knight
Headteacher

Vision and Values

The School's Vision

Working within the context of Christian beliefs and practice:

At St John's our children and their families always come first.

We value our children's feelings, creativeness and success in their learning equally, helping each child's love of learning grow, whilst also developing their interior posture.

At St John's our Core Christian Values are

Compassion Interior Posture

Wisdom Courage and Endurance

Life in all its fullness at its heart

John 10:10

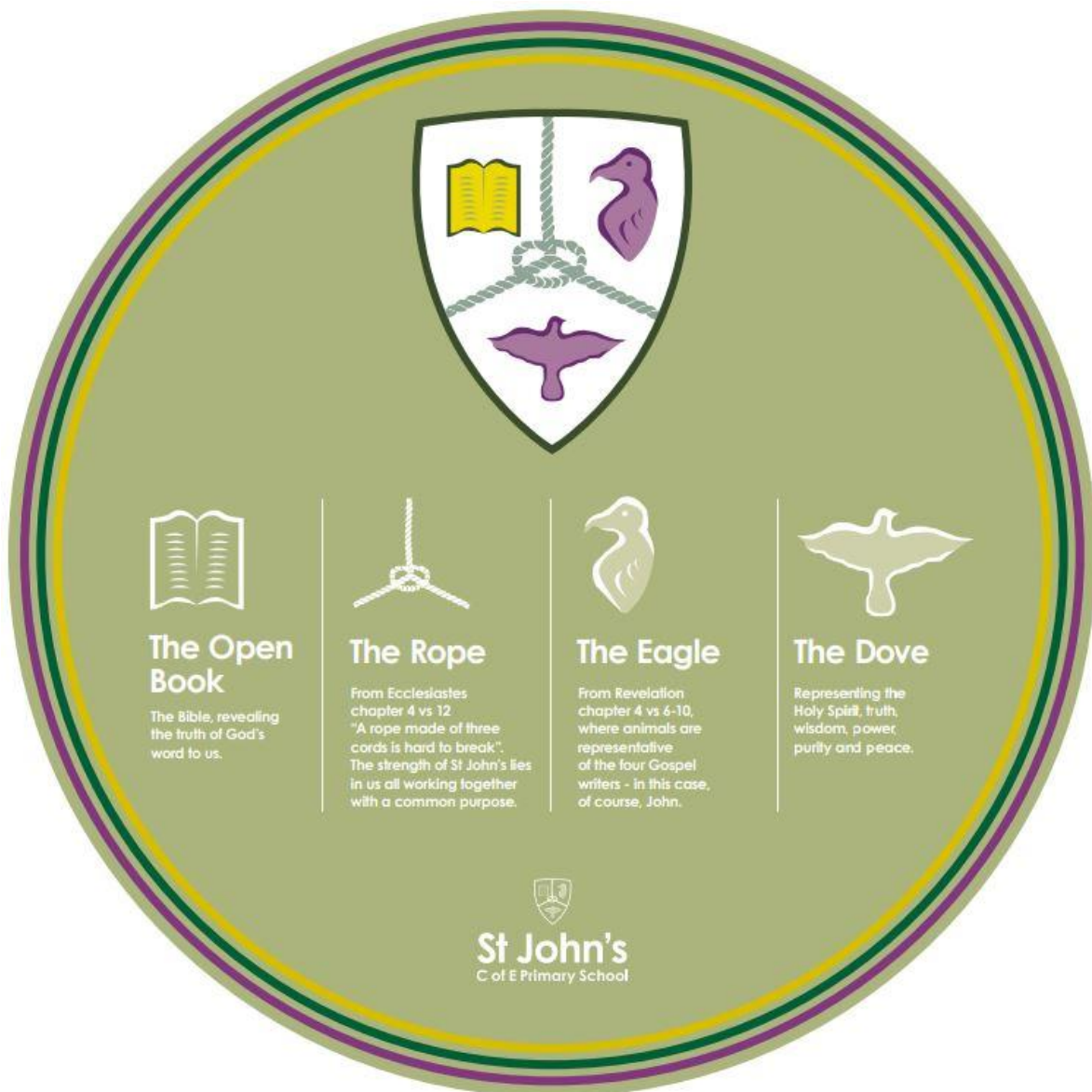
School and the Church

Our school was originally affiliated to the old St. John's Church on Tong Street.

We have developed a strong bond with St. Christopher's Church on Holme Wood and we regularly seek to maintain this valuable link in a variety of ways. As we relocated to Bierley we are a bi-parochial church school. This means that the school will serve the Christian Education needs of two parishes, Tong/Holme Wood and Bierley. The bond which our school has with Holme Wood has been extended to include Bierley and has made our Christian influence stronger as a result.

We know that much of the true Christian ethos of our school originates in the influence which our churches have on the daily life in school.

As with all relationships, those worth keeping need continual two-way effort and encouragement. We know that much of the true Christian ethos of our school originates in the influence which our churches have on the daily life in school. We are lucky that both of our vicars take an active part in promoting the interests of the school and are often to be seen performing a variety of roles in our everyday routines. In this way we continue to work closely with our two parishes to ensure that this church influence is as strong and effective as it possibly can be.



Application Process

If you think you can give our children the love and support they need, please email our People Team at St John's CE Primary on stj-people@stj.bdat-academies.org to arrange a chat or a visit with our Headteacher.

The closing date for applications is **12 noon on Friday 30th January 2026**. Shortlisting will be on **2nd February 2026** and candidates informed.

Please visit the Careers Opportunities tab on our website www.stjohnscephprimary.co.uk and click 'Apply Now' where you will be re-directed to My New Term and you will be able to create a candidate login and be taken through the application process online. All updates will be sent through the My New Term system.

Interviews will be held on **Friday 6th February 2026**. Please note this date is non-negotiable. Start date as soon as possible.

St John's Church of England Primary School is strongly committed to safeguarding and promoting the welfare of children. All posts are subject to satisfactory vetting, including a satisfactory enhanced disclosure from the DBS.

Inclusion

As a Trust we are an inclusive employer. We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted.

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, sexual orientation, or disability. The person specification sets out the criteria used to assess candidates through the selection process.

Bradford Diocesan Academies Trust (BDAT)

St John's CE Primary School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently centred around the Trust values: "ICARE". To download our ICARE consultation documents please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together into a single entity all that we currently do to recruit, develop and retain our staff. The faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice.

By bringing all our work in this area under 'one umbrella' it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>



Job Description

Ark Provision Lead

Working within the context of **Christian beliefs and practice:**

At St John's our children and their families always come first.
We value our children's feelings, creativeness and success in their learning equally, helping each child's love of learning grow, whilst also developing their interior posture.

At St John's our Core Christian Values are
Compassion Interior Posture
Wisdom Courage and Endurance

Life in all its fullness at its heart
John 10:10

CORE PURPOSE

To lead and coordinate The Ark support staff team, with guidance from the SENDCo, to deliver bespoke SEND provision that ensures high-quality education for all pupils.

To collaborate with class teachers and the SENDCo to plan and deliver differentiated lessons tailored to the individual needs of pupils within The Ark.

SUPERVISION AND GUIDANCE:

To work under the guidance of Senior Management Team, line managed by the SENDCo.

RANGE OF DECISION MAKING:

To make decisions using initiative where appropriate within established working practices and procedures. To interpret guidelines from other staff on the preparation of documents and materials.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- Promote positive 'St John's' values, attitudes and outstanding pupil behaviour.
- the correct use and care of materials by individual and groups of pupils.
- the safety, mobility (if required) and hygiene and wellbeing of the pupils.

RANGE OF DUTIES:

LEADERSHIP AND MANAGEMENT

- Support and implement the vision and ethos of the school.
- Ensure inclusivity in all aspects of curriculum and pastoral management.
- Manage pupil transitions to and from The Ark Provision, with support from the SENDCo.
- Assist the SENDCo in preparing ECHAs and attend annual EHCP reviews as required.
- Promote cross-curricular approaches to teaching and learning.
- Act as a role model for staff in teaching, behaviour, and classroom management.

MONITORING AND ASSESSMENT

- Contribute to, monitor, and review pupil progress through data analysis, ensuring effective planning and target setting.
- Develop and utilise resources to support pupils (e.g., visual timetables, widgets).
- Monitor standards of work, including reviewing long- and medium-term planning.

ORGANISATION

- Take responsibility for the organisation, planning, and evaluation of programmes within The Ark.
- Evaluate, organise, and monitor the use of resources effectively.

APPROACH

- Work closely with the SENDCo and external agencies to ensure best practice and compliance with EHCP provisions.
- Support the SENDCo in identifying training needs and provide mentoring and guidance to colleagues.
- Encourage collaboration, teamwork, and a whole-school approach to SEND provision.
- Keep up to date with current developments in SEND and disseminate information appropriately.
- Maintain regular contact with parents, in collaboration with the SENDCo, to keep them informed of their child's needs and progress.
- Foster positive family involvement and support.

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of the Trust's Equal Opportunities policies and practices in respect of both employment issues and the delivery of services to the community.
- Recognise own strengths and areas of expertise and use these to advise and support others.

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to safeguarding and child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Designated Safeguarding Lead or the Headteacher.
- To adhere to the Staff Code of Conduct.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

FLUENCY DUTY

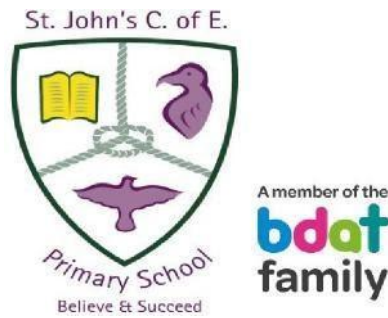
In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the **Intermediate Threshold** Level.

Intermediate Threshold Level – the post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirements to explain difficult concepts may hinder a natural smooth flow of language.

The post holder is required to carry out any such particular duties which the Headteacher may reasonably direct from time to time.



HIGHER LEVEL TEACHING ASSISTANT

St John's is a very special place and we need a very special HLTA to join our family. As a valued member of our team, you will play a vital role in the leading and co-ordinating of our bespoke SEND provision. You will work closely with the Class Teachers and the SENDCo to deliver a SEND provision that ensures high quality education for all pupils by working collaboratively to plan and deliver differentiated lessons tailored to the individual needs of the pupils and their EHCPs.

Our ideal candidate will be a team player. You should have a track record of building positive relationships with pupils in order to support them to make exceptional progress, be committed to developing your own practice and share the school's high expectations for all children.

*"St John's is a special place and we need a special sort of person;
someone with sparkle in their eyes."*

School Councillor, Year 4

You will:

- Play a fundamental role in shaping the direction and future of our children
- Be part of a highly successful network of schools both locally and nationally
- Receive bespoke training and support in order to be the very best you can be
- Have the capacity to bring innovative ideas to the classroom

"Here at St John's, within the context of Christian beliefs and practice, our children and their families always come first. We value our children's feelings, creativeness and success in their learning equally, helping each child's love of learning grow, whilst also developing their interior posture."

Andrew Knight, Headteacher

You must:

- Have a warm smile that makes every child feel special
- Be able to make every child feel safe when their world outside school might not always feel that way
- Have the fire in your belly that fuels your desire to help children to learn and grow
- Be prepared to deal with the lump in your throat when the children make progress
- Be able to laugh at some of the jokes our children share even though you don't understand them or find them funny
- Be prepared to feel loved, special and important to our children and their families

*"From the moment I walked in the door on my visit,
I knew this was the place I wanted to work."*

NQT

*I had the pleasure of working at St. John's Primary School as a supply teacher,
and it was an absolutely fantastic experience.*

This school is truly special.

*What stood out the most to me was the strong sense of
community among the staff.*

*Everyone works together as a team, fostering an environment where the
wellbeing of pupils and colleagues is genuinely prioritized.*

The leaders are empathetic, understanding, and incredibly supportive.

Support staff are always helping you with a smile.

*There's a wholesome atmosphere that makes you feel valued
and part of something bigger.*

The professionalism at St. John's is exemplary.

*The team maintains the highest standards in education,
all while remembering the human element—
ensuring that everyone, from pupils to staff,
feels seen, heard, and cared for.*

*If you're looking for a school that nurtures not only academic growth
but also emotional and social wellbeing,*

*St. John's Primary School is a shining example
of what education should look like.*

*It was a privilege to work there, and I'd recommend it to any teacher
or parent without hesitation.*

Mrs T - Supply Teacher

St John's

Life in all its fullness at its heart

John 10:10

A message from our children

There is a higher level teaching assistant job up for grabs at St John's but what kind of person are we looking for?

We are looking for someone who is equally kind, compassionate and considerate. They have to be able to teach children good habits and qualities such as sharing, waiting and making new friends. Obviously we want someone who likes children!

Why St John's? Both children and adults are very welcoming, supportive and respectful. We have three overall rules – ready, respectful and safe. We have four core values – interior posture, kindness, wisdom and endurance. We are well equipped, safe and have the best school dinners in Bradford! We keep each other safe and show kindness and compassion to everyone. We are very considerate as well. Big, small, short, tall - we at St John's accept them all. The children at our school are all different. They are shining examples of our school values and enjoy learning.

You know you need to apply – why wait? Remember this: St John's is a very special place so it needs a very special person!

