



Kirkheaton
Primary School



APPLICATION PACK

HLTA

Date: 17/06/2026

Respect - Rights - Resilience - Responsibility





Kirkheaton
Primary School

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- Submit your application by Monday 29th June 2026 by 9am
- Interviews: WC 6h July 2026



WELCOME

Dear Potential Colleague,

Firstly, thank you for your interest in working at Kirkheaton Primary School a proud member of the highly regarded Trust, South Pennine Academies. If you're impressed by our exciting work, understand our vision, and want to be part of our next stage of our 'journey to outstanding', then we are keen to hear from you.

Kirkheaton is positioned in an ideal location for potential candidates. We have excellent transport links with the school being close to Huddersfield and Dewsbury. The M62 is located just 5 minutes from the school and the railway station at Mirfield is a 5 minute drive away.

Kirkheaton Primary School was most recently OFSTED inspected in November 2023 receiving a 'Good' grading in all elements. Pupils were described as 'happy to come to school because they enjoy their learning' and that 'the school prepares pupils well for their future lives. OFSTED also expressed how leaders take staff workload into account in their decision making and that staff are proud to work at Kirkheaton.

Our motivation is to create 'Active Citizens' who care about their learning, the community and their future; not only in education but in all aspects of their life beyond our school walls. We

aim to create a foundation for children to reach new heights and 'be their best selves'. We are looking for a passionate, enthusiastic, dedicated, friendly candidate who cares deeply about making learning fun and keeping our students safe. The right candidate will align with our school values and add to our school community; helping everyone to reach their full potential.

Visits to the school are encouraged and if you wish to arrange a visit or If you wish to discuss any of the opportunities we have on offer, please contact us at office@kirkheatonprimary.com or call 01484548049. We also invite you to visit our website www.kirkheatonprimary.com and our social media pages to learn more about Kirkheaton Primary School and the Trust.

If this is a position that appeals to you, and you have the passion to make a positive impact on the life chance of our students, then we would very much like to hear from you.

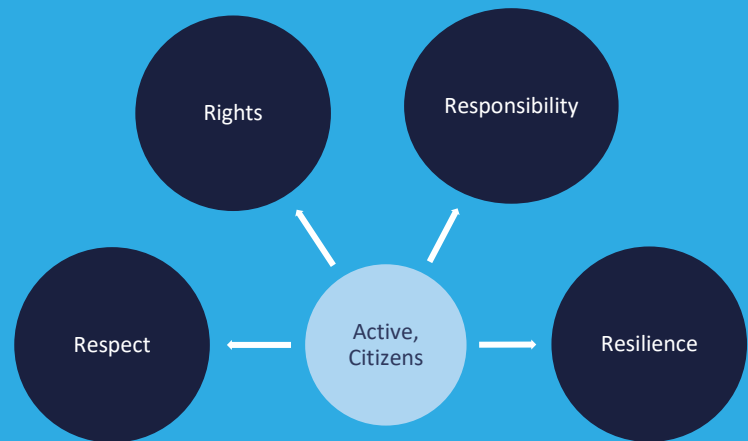
Yours sincerely,
Richard Coates
Principal

ABOUT KIRKHEATON PRIMARY SCHOOL

OUR VISION AND VALUES

Our **vision** is to create students who are active in their learning and their community.

“We want every student to be an active citizen.”



Our core **values** of Respect, Rights, Resilience, Responsibility underpin everything we do as an academy, and we passionately believe that as educators, we have the power and responsibility to inspire our students to be the best they can be and enabling them to pursue their dreams and become the leaders of tomorrow.

WHY JOIN US

1. Be part of a passionate committed team who know that every day they make a difference;
2. Work with children who love learning and have well established learning behaviours
3. Work for a leadership team who have integrity and genuinely care about staff well being
4. Support our families who all want the best for their children
5. Be the creative educator that you are and bring yourself to the classroom
6. Benefit from a strong professional development offer
7. Be part of a trust who believe in improving life chances through education



Video Link



HOW TO APPLY

Thank you for taking time to read about the academy and Trust. If you wish to apply you should:

- Complete the application form fully, via My New Term www.mynewterm.com ensuring all details are accurate and all declarations are signed.
- Please ensure you enclose at least two professional referees with one being your current employer and any other employers in the last two years (with professional email addresses if possible).
- Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of our Trust.
- Please ensure that you also include information on how you will develop the role and how your previous experience has equipped you for this.

The academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring Service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process; please ensure your referees are prepared and aware of your application.



JOB DESCRIPTION

Higher level Teaching Assistant

Reporting to:

Salary:

Grade 9: Scale 23-26

Actual £26,348.99 – based on 32.5 hrs
per week, Term Time plus 5 days

Term:

Term Time

Location:

School Based

PURPOSE OF POST

At Kirkheaton HLTAs play an integral role in delivering high quality teaching and learning across the curriculum.

Responsibilities undertaken consist of covering classes each week to support PPA and leadership time as well as short term cover for teacher/HLTA absence.

To undertake these roles, you must be able to evidence a relevant qualification (PGCE/HLTA) or evidence sufficient experience in this role already.

All HLTA posts have planning time to support high quality education.

KEY AREAS

1. Teaching and Learning Support
2. Pupil/Student Support and Supervision
3. Supervision of Staff
4. General

DUTIES AND RESPONSIBILITY 1. TEACHING AND LEARNING SUPPORT

- 1.1 To undertake cover in the absence of the class teacher administering planning and activities to whole classes.
- 1.2 To assist in training new and temporary members of the team, particularly on the behavioral management strategies or learning strategies followed by the teacher.
- 1.3 To provide objective and accurate feedback and reports as required, to the teacher on pupil/student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 1.4 To deal with any immediate problems or emergencies in accordance with the

Academy's policies and procedures.

1.5 To report back as appropriate on the behaviour of pupils/students during the class and any issues arising.

2. PUPIL/STUDENT SUPPORT AND SUPERVISION

2.1 To manage the behaviour of pupil/student whilst they are undertaking their work to ensure a constructive environment in support of learning.

2.2 To respond to any questions from pupils/students about process and procedures.

2.3 In liaison with appropriate staff, to supervise the pupils/students on the Academy site during midday break.

3. SUPERVISION OF STAFF

3.1 In conjunction with the Class Teacher and/or Principal assist in the co-ordination of a team of Educational Teaching Assistants, Educational Support Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the Academy.

3.2 To provide guidance and appropriate leadership to staff relating to performance management, referring complex issues and matters of discipline etc. to the Class Teacher/Principal as required.

3.3 To complete records as necessary concerning the employment, payment and training of Educational Teaching Assistants/ Educational Support Assistants as required by the Principal.

3.4 To consult and attend meetings with the Class teacher/Principal regarding staffing arrangements and cover as required.

4. GENERAL

4.1 As part of your wider duties and responsibilities you are required to promote and actively support the Academy's / LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

4.2 Carry out your duties with due regard to current and future Academy's / Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through Academy communications.

Person specification

E = Essential
D = Desirable

A = Application Stage
I = Interview and Assessment stage
R = References

Education and Training

Qualification in appropriate area (HLTA qualification, Teaching qualification, Relevant Degree qualification with experience)	E	A
Evidence of continuing professional development	E	A
Attendance at recent training/professional development on learning	D	A,I

Relevant Experience

Qualified teacher status.	D	A
Evidence of recent excellent classroom practice across a Primary setting	E	A
Evidence and experience of raising standards/achievement and accelerate student progress	E	A,I
Experience of working with parents, outside agencies and the wider community	D	A,I
Experience of working within a team	E	A,I
Experience of working with children from different backgrounds	D	A,I
Experience of supporting the class teacher in creating an engaging classroom environment which stimulates children's interest and supports their learning	E	A,I
Experience of working with children with SEND	E	A,I

Special Knowledge and Skills

Expert knowledge of the EYFS and new National Curriculum	E	A,I
A clear philosophy of primary education and proven ability to translate this into practice	E	A,I
An excellent practitioner with excellent organisational skills	E	A,I
A dedication to meeting all children's needs through varying teaching strategies	E	A,I

Understands the principles of Child Protection and Safeguarding and recognises own responsibility and accountability	E	A,I
Excellent communication and presentation skills	E	A,I
An ability to be innovative, and support on-going initiatives	E	A,I

Any additional factors

Understanding of relevant policies/codes of practice and awareness of relevant legislation	E	A,I
Commitment to ongoing personal training and development	E	A,I
Commitment to working outdoors, whatever the weather	E	A,I
Commitment to high expectations for all children	E	A,I
Willingness to undertake an enhanced Disclosure and Barring Service check	E	A,I



SAFEGUARDING NOTICE

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts 'responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- Deter: From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- Identify and Reject: It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Induct: Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers. Academy is committed to safeguarding and promoting the welfare of all students and staff must share this commitment. Appointment is subject to a satisfactory enhanced Disclosure & Barring service check and the Academy's Safer Recruitment policy and procedures. Please note two references will be taken up prior to the interview process, please ensure your referees are prepared and aware of your application.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.

Equality

The Board of Trustees and school are committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourable on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. Any behaviour, comments or attitudes that undermine or threaten an individual's self-esteem on these grounds will not be tolerated.

We aim to provide equal access to high quality educational opportunities and to ensure that everyone feels that they are a valued member of the school community. We seek to provide a safe and happy environment where all can flourish and where cultural diversity is celebrated.

Disabled applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements of the Personnel Specification. As an equal rights employer our school is committed to make any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Privacy notice

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) (EU 2016/679) and the provisions of the Data Protection Act 2018 (DPA 2018). This policy applies to all personal data, regardless of whether it is in paper or electronic format. For further information please see the full privacy policy on our school website.



**Kirkheaton
Primary School**

New Road, Kirkheaton
Huddersfield, HD5 0HR

Telephone: 01484 548049, Email: office@kirkheatonprimary.com

Website: kirkheatonprimary.com



PARTNERS OF THE SPA TRUST

South Pennine Academies is a charitable multi academy trust established in 2012. We currently work with eleven primary and secondary converter and sponsored academies located in Calderdale, Kirklees and Oldham. The Trust also operates Huddersfield Horizon SCITT, rated an Outstanding ITT provider by Ofsted.

The team at South Pennine Academies are committed to delivering school improvement through the development of effective partnerships with our academies, the communities we serve and external organisations. Our academies are an integral part of their local communities. We value the diversity and distinctive opportunities that working within our local communities brings. Development of local solutions to meet local needs is a key aspect of our work.

BENEFITS OF JOINING THE TRUST:

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, Smart Clinic, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies



Spring is here!

And the Rabbit-Bunnies are busy planting seeds. All except for Flora who is growing something very special. What can Flora be up to?

"Flora and her family are just right companions for every child in bedtime."
The Bookshelf

"The pictures are colorful, warm and beautiful."
Daily Reader

A wonderfully warm and funny story about Flora's family life, to follow the hugely popular Flora's Blanket, by award-winning Debi Gliori.

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Debi Gliori