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EXCELLENCE

NURTURE

EXPLORATION

COMMUNITY



Alexandra
Primary School

**Higher Level Teaching Assistant with
specialism in Music (part time)**

Applicant Pack

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Welcome

Dear Applicant,

Thank you for your interest in joining the team at Alexandra Primary School "Alexandra". The school is a two-form entry primary, having grown from a three-form entry infant school. As part of our growth into a primary school, new KS2 accommodation was built including new classrooms, learning zone, DT/ICT room, group space and a KS2 library. This accommodation was completed in September 2017.

Alexandra was rated outstanding by Ofsted in July 2023 and is an inclusive school with high expectations and aspirations for every pupil. We worked closely with pupils and parents to develop our school values and these shape our philosophy, practice, and the experience of our pupils. We provide a safe, stimulating environment for our learners and a broad and creative curriculum that provides opportunities for each child. Our curriculum places an emphasis upon experiential learning and includes forest school provision. We have a broad range of extra-curricular activities for our pupils and provide very well attended breakfast and after-school clubs.

The role at Alexandra will be varied. We are looking for colleagues who share our passion, our ethos and expectations, who are positive and have the flexibility needed in a busy school. We want a Higher Level Teaching Assistant who has integrity, who can motivate and inspire pupils and colleagues, and who enjoys working with equally committed and talented colleagues.

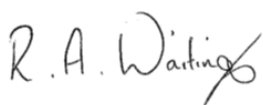
New staff are warmly welcomed to Alexandra and we will help you to settle quickly into our school. As a school striving for excellence, we expect all staff to continue to develop professionally and will offer training where needed.

If you have any queries, please contact the school office on 020 8546 7176 to arrange an informal chat with our senior staff.

Our staff are committed to supporting and developing each pupil within our care. The school is a very positive place to work, with a strong 'can do' attitude and a core belief that every child can and will succeed as a result of receiving an outstanding primary education at Alexandra School. We pride ourselves on our team ethic, our availability to parents, and our willingness to learn new skills and approaches to help our pupils achieve more

I hope that you are excited to find out more about our school and I look forward to receiving your application. The application closing date is **Tuesday 30 June 2026 at 9:00am**. We reserve the right to close this advert and vacancy early if we receive sufficient applications or a suitable candidate is found. Interviews will take place on **Thursday 9 July 2026**.

Yours sincerely,



Robert Waiting
Headteacher

Job advertisement

Higher Level Teaching Assistant with specialism in Music (part-time)

We are looking to appoint a part-time Higher Level Teaching Assistant with a specialism in Music to start in September 2026.

The successful candidate will lead and deliver our music provision across the school and must have the confidence, experience and skills to supervise whole classes to cover teachers' PPA time or other absences as necessary. This position is ideal for a music specialist who has the motivation and enthusiasm to develop our music curriculum and extra-curricular offering. You will co-ordinate and run choirs, music clubs, music assemblies, concerts, ensembles, productions and attend music festivals. You will be a highly motivated individual who is committed to ensuring that every pupil in your class makes outstanding progress. Please read the Applicant Pack for further information.

Contract: Fixed term from 3 September 2026 until 31 August 2027, part-time, 39 weeks term time only (including 5 INSET days).

Working pattern: **2 days a week**, 8:00am - 5:00pm (17 working hours per week, preferably Monday and Tuesday, other days would be considered).

Salary point: Grade E, Point 9 - Point 15 (depending on experience).

Full-time Equivalent salary: £31,158 per annum - £33,987 per annum.

Actual salary: £12,902 per annum - £14,074 per annum (depending on experience).

We are located close to Richmond Park and are known for our positive culture of inclusion, achievement, kindness and belonging.

We can offer you:

- An inclusive, thriving and welcoming school, rated outstanding by Ofsted;
- Enthusiastic and well-behaved children and engaged parents;
- A stimulating and rewarding role;
- Attractive, new and refurbished premises with excellent facilities;
- A positive and supportive working environment.

Read more about us on our website www.alexandra.kingston.sch.uk

If you have any queries, please contact the school office on 020 8546 7176 to arrange an informal chat with our senior staff.

To apply: Submit a completed application form, including a Supporting Statement of no more than 2 sides of A4 stating how you meet the person specification, via MyNewTerm or by email to hr@alexandra.school. We regret that we cannot consider CVs.

Closing date: **Tuesday 30 June 2026 at 9:00am**. We reserve the right to close this advert and vacancy early if we receive sufficient applications or a suitable candidate is found.

Interviews: **Thursday 9 July 2026**.

Alexandra Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check. An online search will be conducted on all candidates who are shortlisted for interview.

Application Process

Application form

Please review the Person Specification for the post and ensure that your personal statement reflects on how you meet these requirements in no more than 2 pages of A4. You should also complete the attached application form. We regret that we cannot accept applications that are not made on the official application form. Please make sure that you complete your contact details, including email address, and the names and contact details of two referees.

School visits

We will try to include a tour of the school on the interview day for those candidates who have not visited the school.

Closing date

The closing date for receipt of applications is **Tuesday 30 June 2026 at 9:00am**. Please follow the instructions on the advertisement and submit your application on MyNewTerm or email the application directly to hr@alexandra.school

Shortlisting

We will assess all applications against the Person Specification criteria using the evidence you provide in your application. We will carefully check all applications for anomalies and any gaps in your employment history. Candidates who best meet the Person Specification will be invited to an interview via email.

References

We request two references for all candidates and will contact your referees if you are shortlisted. One referee should be your current or last employer.

Interviews

The interview process will take place at Alexandra Primary School on **Thursday 9 July 2026**. Please provide photographic proof of identity, birth certificate, your right to work in the UK and proof of your NI number and qualifications with you.

Offer of Employment

We will make a verbal offer of employment by telephone followed by an offer letter in writing. Any offer is made subject to references deemed satisfactory by the school, satisfactory enhanced DBS clearance and health check. Each shortlisted candidate will be notified of the outcome of the selection process.

Data Protection Act 2018

The information you have provided will be stored on the school's secure database and will only be used to process your application. It will not be passed to any other organisation.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. An online search will be carried out on all shortlisted candidates. The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Alexandra Primary School

Job Description

HIGHER LEVEL TEACHING ASSISTANT with specialism in Music

<u>Scale:</u>	Grade E
<u>Responsible to:</u>	Class Teacher and SLT
<u>Important Internal Relationships:</u>	Headteacher, teaching and support staff, pupils
<u>Important External Relationships:</u>	Parents and carers, visitors

MAIN PURPOSE OF JOB

Lead and deliver the Music provision across the whole school.

Work under the professional guidance of the class teacher or SLT to support all teaching and learning within and outside the classroom. Deliver high quality teaching under direction to individual pupils, groups or the whole class.

MAIN RESPONSIBILITIES

Support for Pupils

- Lead, deliver and promote our music provision across the whole school.
- Develop our music curriculum and extra-curricular offering.
- Co-ordinate and run choirs, music clubs, music assemblies, concerts, ensembles, productions and attend music festivals.
- Under the guidance of the class teacher, use specialist skills and experience to provide teaching and learning for pupils, including those with additional needs, in order to implement agreed learning activities.
- Provide short-term cover (PPA, training release, teacher absence) and be responsible for the whole class in the absence of the class teacher.
- Teach the whole class following the planned lesson objectives. Discuss the plan with the Class Teacher prior to teaching and delivering high quality learning experiences based on the National Curriculum.
- Deliver high quality teaching and learning to individual pupils and groups.
- Promote the use of assessment across the curriculum and support other Teaching Assistants in its use.
- Adapt or devise clearly structured activities that interest and motivate learners and advance learning.
- Manage the behaviour of groups and whole classes of children in and out of the classroom.
- Manage pupil progress tracking records.
- Establish positive constructive relationships with pupils, setting high expectations.

- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in all activities.
- Promote independence and employ strategies to encourage self-reliance and increased self-esteem.
- Assist with the general pastoral care of pupils, including helping those who are sick, distressed, injured or unsettled.

Support for Teachers

- Contribute to the planning of lessons and learning activities.
- Observe, monitor and evaluate pupil's performance and responses to learning and provide objective and accurate feedback to the teacher and/or parents, ensuring evidence is available.
- Co-operate with other agencies and professionals to support achievement and progress of pupils.
- Promote positive values, attitudes and good pupil behaviour in line with the school's policy and encourage pupils to take responsibility for their own actions.
- Take groups of pupils out of class where appropriate and lead on identified learning strategies.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements and facilitating their support for their child's attendance.
- Support home to school/community links.
- Work in partnership with the teacher to support the school induction programme, including contributing to parents' evenings as appropriate.
- Administrative support for the teacher.
- Prepare the classroom for lessons ensuring that resources are in place and cleared away with classrooms tidied at the end of the session as appropriate.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and maintain stimulating displays of pupils' work.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Select, make or adapt resources as necessary to deliver learning activities and instruct pupils in their use.
- Support the use of IT in learning activities and further develop pupils' competence and independence in its use.

Support for the School

- Be aware of and comply with school policies, particularly procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher or Deputy.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.

- Contribute to the overall ethos of the school.
- Share responsibility for ensuring that own knowledge and understanding is relevant and up-to-date.
- Assist in the general care of the school environment by undertaking tidying of general areas.
- Attend relevant meetings and participate in appraisal meetings.
- Participate in training and other learning activities as required.
- Provide specialist guidance to other staff and assist in the training and development of staff as appropriate.
- Take responsibility for the supervision of pupils out of lesson times as necessary. This could be before or after school or at lunchtimes / break times.
- Supervise pupils on visits, trips and out of school activities as required.
- Undertake other duties as may reasonably be required as agreed with the Headteacher.

Alexandra Primary School
Person Specification

HIGHER LEVEL TEACHING ASSISTANT with specialism in Music

	Essential	Desirable
Experience:	<ul style="list-style-type: none"> ● Significant experience of working as a teaching assistant with KS1 and KS2 children. ● Experience of teaching Music ● Experience of working in a team. 	<ul style="list-style-type: none"> ● Experience of working with children with additional needs.
Qualifications/Training:	<ul style="list-style-type: none"> ● A levels or equivalent qualification. ● GCSE English and Maths at grade C or above or equivalent. 	<ul style="list-style-type: none"> ● Experience of working with children with additional needs.
Knowledge/Skills:	<ul style="list-style-type: none"> ● Good knowledge of KS1 and KS2 curriculum and the expectation of standards. ● Evidence of positive behaviour management skills. ● Ability to plan, implement and evaluate learning activities and experience of pupil observation and assessment. ● Understanding of child development and learning as well as experience of barriers to learning. ● Ability to motivate and manage children effectively. ● Ability to communicate effectively and sensitively with children, staff and parents/carers. ● Effective use of IT to support learning. ● Evidence of on-going professional development. ● Ability to work collaboratively as part of a team. ● Ability to work on own initiative with strong self-motivation. 	<ul style="list-style-type: none"> ● HLTA qualification ● Degree ● First aid qualification

When completing your statement of application you should ensure that you provide supporting evidence of how you meet the criteria through reference to recent work or other relevant experience.

Criteria will be further tested later in the process through interviews and other tasks.