St Nicolas and St Mary CE Primary School
Eastern Avenue, Shoreham-by-Sea, West Sussex BN43 6PE
Tel: 01273 454470 Email: office@stnm.org.uk
Web: www.stnicolasmary.w-sussex.sch.uk

Headteacher: Mr A Lincoln BA Hons.

Higher Level Teaching Assistant (HLTA) Vacancy

St Nicolas and St Mary CE Primary School is an award-winning school. We have a very friendly, dedicated staff and Governor Team – the school is a great place to work! Our last Ofsted inspection recognised that the school continues to offer a GOOD quality of education and safeguarding is effective. The inspection noted children's good behaviour and excellent attitudes to learning. As a Church of England school in the Diocese of Chichester, we were also inspected and judged to be "outstanding".

We welcome applications from experienced teachers and Higher-Level Teaching Assistants who are both outstanding and ambitious. The role will require the ability to teach from Reception – Year 6**.** The role will predominantly involve covering PPA time for class teachers, alongside possible leadership time

Location:	St Nicolas and St Mary C.E. Primary School, Shoreham-by-Sea
Age Range:	3 – 11 years
Required from:	January 2027
Positions:	Higher Level Teaching Assistant – 19 hours [Inclusive of PPA] Monday – Thursday
Contract:	Initially Temporary (potential to become a permanent contract) Grade 8 scale point 20

- Are you an enthusiastic and excellent team member?
- Do you have high expectations and want children to do their very best?
- Do you have strong teaching/cover experience in Early Years, Key Stage 1 and/or Key Stage 2?
- Can you work effectively as a team and support our Christian ethos?

Shortlisted applicants will be contacted to confirm interview day arrangements.

This post is subject to safeguarding, health and reference checks. The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment.

Deadline for applications: Friday 27th November 12pm
Interview day: Monday 30th November

Applications must be submitted on the official application form. Please return completed applications to office@stnm.org.uk or post to above address. **Please note that only applications on the DCAT form will be considered for shortlisting.**

The application pack (and application form) can also be found at: School jobs - West Sussex County Council

Safeguarding: This post is covered by the Childcare Disqualification Regulations 2018. The Trust will need to ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. Accordingly, shortlisted candidates will be required to demonstrate to the Trust, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2018 Regulations. If the preferred candidate is found to be disqualified under the 2018 Regulations, the offer of employment will be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

All staff will be expected to hold or be willing to obtain Enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services (previously the Criminal Records Bureau). For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service check (http://www.gov.uk/disclosure-barring service-check).

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

Work Permits: we may be able to obtain a Work Permit for this post, but this is subject to meeting the requirements of the UK Border Agency's Points-based Immigration System. Due to the restrictions, we cannot guarantee that individuals that meet the requirements of the Points-based Immigration System will be issued with clearance to obtain work permits.

The successful applicant will need to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS) and references will be checked prior to interview. This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.