



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

**JUNIOR SCHOOL HLTA
FULL-TIME / TERM-TIME ONLY
IMMEDIATE START AVAILABLE**



WWW.STEDMUNDS.ORG.UK



THE SCHOOL

OVERVIEW

We are a co-educational independent day and boarding school for pupils aged 3–18, offering a warm and supportive environment that values the individual and encourages pupils to explore a wide range of opportunities, whatever their interests or strengths. Located on St Thomas Hill, just five minutes from Canterbury city centre, the School enjoys an attractive setting with far-reaching views across the city. Academic ambition is balanced with a strong emphasis on co-curricular involvement, helping pupils to develop confidence, curiosity and character.

Pupils are respectful of one another and work together to create a cohesive, inclusive and happy community with a strong family atmosphere at its heart. The School is proud of its rich performing arts heritage, including an award-winning Drama Department, a thriving music programme and St Edmund's Choral Society, all of which play an important role in school life.

The Junior and Senior Schools all share the same site, creating a connected and vibrant whole-school community.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel

Every pupil here is known and understood

The school's education of children from ages 2 to 18 helps foster the strong family atmosphere and close-knit sense of community that are at the heart of school life.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Junior School Higher Level Teaching Assistant
TYPE OF POST	Full-Time, Term-Time Only
START DATE	Immediate start available -
SALARY	£27,484 – £31,270 per annum (FTE), with the actual salary pro rata based on hours and weeks worked.
POST & DEPARTMENT	
Introduction	St Edmund's Junior School is a vibrant and nurturing learning community where every child is known, valued and encouraged to achieve their full potential. We are seeking to appoint an experienced, committed and enthusiastic Higher Level Teaching Assistant (HLTA) to join our dedicated Junior School team. The successful candidate will play an important role in supporting high-quality teaching and learning across the Junior School, working with pupils from Pre-Reception through to Year 6. Working closely with class teachers, the HLTA will provide targeted support to individuals and groups of pupils, deliver interventions and, where appropriate, lead learning activities and provide classroom cover. We are looking for an enthusiastic and adaptable practitioner who understands how children learn and can respond effectively to their varying needs. The successful candidate will be confident working independently and collaboratively, with a passion for supporting pupils to develop academically, socially and emotionally, while encouraging independence and maintaining high expectations for all. This is an exciting opportunity for an experienced teaching assistant to take on a higher level of responsibility and make a positive contribution to the continued success of our Junior School.
Hours of work	37.5 hours per week to be worked 08.00am - 4.00pm Monday to Friday. Term-Time only in accordance with the School's published calendar dates, including attending all School inset days.
Holidays	5 weeks (25 days) pro rata to be taken during school holidays.

THE ROLE

KEY RESPONSIBILITIES

Supporting Teaching and Learning

- Work alongside class teachers to provide high-quality teaching and learning support across the Junior School.
- Take responsibility for leading learning activities and supporting individuals and groups of pupils, including providing classroom cover where appropriate.
- Deliver targeted interventions, including phonics, reading, spelling and numeracy programmes.
- Support the delivery of the Read Write Inc. (RWI) phonics programme or demonstrate a willingness to undertake training.
- Plan and prepare learning activities and resources in collaboration with class teachers.
- Adapt teaching approaches, explanations and activities to meet the needs of individual pupils and groups.
- Encourage pupils to develop independence, resilience and confidence in their learning.
- Monitor pupil engagement and progress and provide feedback to class teachers.
- Contribute to the assessment and recording of pupil progress and use this information to inform future support.
- Share good practice and contribute to the development of effective teaching and learning across the Junior School.

Supporting Pupils

- Build positive, professional relationships with pupils that promote confidence, wellbeing and engagement.
- Support pupils' social, emotional and behavioural development in line with school policies and expectations.
- Encourage positive behaviour and model high standards of conduct.
- Provide appropriate support and challenge for pupils with a range of learning needs.
- Promote inclusion and ensure all pupils are able to participate fully in school life.
- Support pupils during transitions throughout the school day.
- Encourage pupils to become increasingly independent and take responsibility for their own learning and behaviour.

THE ROLE

KEY RESPONSIBILITIES

Pastoral Care and Wellbeing

- Contribute positively to the caring and inclusive ethos of the Junior School.
- Support the pastoral wellbeing of pupils, recognising when concerns should be referred to appropriate staff.
- Promote safeguarding, welfare and pupil wellbeing at all times.
- Encourage positive relationships between pupils and support the development of social skills.
- Act as a positive role model for pupils and contribute to a safe, supportive and nurturing learning environment.

Wider School Responsibilities

- Supervise pupils during break times, lunch times and other designated duties as required.
- Support and, where appropriate, take a leading role in educational visits, enrichment activities and residential trips.
- Attend staff meetings, training sessions, INSET days and other school events as required.
- Work collaboratively with class teachers, colleagues, parents and carers to support pupil development.
- Contribute to the induction, guidance and support of Teaching Assistants and other support staff where appropriate.
- Maintain awareness of and adhere to all school policies and procedures, including safeguarding and health and safety requirements.
- Take an active role in the wider life of the Junior School and contribute positively to the school community.
- Undertake any other reasonable duties commensurate with the role as directed by the Head of Junior School.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Good standard of education, including GCSE English and Mathematics (Grade C/4 or above) or equivalent. • HLTA qualification or relevant Level 4/5 qualification.	• Paediatric or Emergency First Aid qualification. • Relevant SEND qualification or training.)
Skills and Experience	• Significant experience of working with children in a primary school setting. • Experience of supporting high-quality teaching and learning within the classroom. • Experience of leading learning activities with individuals and small groups. • Experience of delivering targeted interventions, particularly in literacy and/or numeracy. • Experience of working with pupils across EYFS, KS1 and KS2. • Ability to adapt teaching approaches and activities to meet differing abilities and needs. • Ability to build positive and professional relationships with children, staff and parents. • Strong literacy and numeracy skills. • Good organisational and time management skills. • Ability to work independently, use initiative and manage priorities effectively. • Ability to work collaboratively as part of a wider teaching team. • Ability to maintain accurate records and contribute to assessment and monitoring of pupil progress.	• Experience of delivering Read Write Inc. (RWI) or a similar phonics programme. • Experience of working across both Key Stage 1 and Key Stage 2. • Experience of supporting pupils with SEND. • Experience of providing classroom cover or leading lessons/learning activities. • Experience of supporting or mentoring Teaching Assistants or other support staff. • Experience of providing pastoral support to children. • Understanding of child development and primary curriculum expectations.
Behaviours	• Enthusiastic and committed to supporting children to achieve their best. • Positive, patient and nurturing approach. • Confident and capable of working independently. • Flexible, adaptable and resourceful. • Proactive and willing to use initiative. • Professional, reliable and well organised. • Respectful of confidentiality. • Committed to safeguarding and promoting the welfare of children. • Committed to inclusion and maintaining high expectations for all pupils. • Willingness to participate fully in the wider life of the school.	• A commitment to ongoing professional development. • A willingness to develop and evolve within the role. • Enthusiasm for sharing good practice and supporting the development of colleagues. • A genuine passion for helping children develop confidence, independence and resilience.

CONDITIONS OF SERVICE

BENEFITS

Workplace Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme, free dining hall lunch provided during term time.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

The deadline for receipt of application 9.00am Tuesday 22nd September 2026. Applications should be emailed to recruitment@stedmunds.org.uk.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We Value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We Value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We Value....

EXCELLENCE

Commit to being the best we can be

We Value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning & seek to foster creative, critical & lateral learning



We Value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

