



**THORPE
PRIMARY ACADEMY**

One Community, Growing Together

CANDIDATE PACK



Proud to be part of

**KEYS
ACADEMIES
TRUST**



About the School

A Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in this exciting role. This post offers the opportunity to make a real difference to the lives of our pupils and their families.

We are seeking an exceptional Higher Level Teaching Assistant to join our team and play a key role in supporting high-quality teaching and learning across the school. As an HLTA, you will provide effective classroom cover for both planned and unplanned teacher absence, support pupils to make strong progress from their starting points, and contribute to a positive, inclusive, and purposeful learning environment.

In this varied and rewarding role, you will:

- Deliver planned learning activities and provide high-quality cover across the school.
- Work with whole classes, small groups, and individual pupils—including those with SEND and EAL—to ensure they can access the curriculum and make sustained progress.
- Use your specialist skills, training, and experience to support pupil learning, wellbeing, and independence.
- Contribute to planning, preparation, and assessment, offering insightful feedback to teachers and parents.
- Support the implementation of behaviour strategies in line with school policy.
- Build positive relationships with pupils, staff, parents, and external professionals.
- Assist with monitoring and recording pupil progress using a range of assessment techniques.
- Participate in training, CPD, school meetings, and wider school life.

We are looking for someone who:

- Is committed to the aims and ethos of a high-performing school.
- Has strong literacy and numeracy skills (minimum 5 GCSEs including English and Maths).
- Has experience planning and leading teaching and learning activities.
- Understands how to meet a range of learning needs and support inclusion for all pupils.
- Communicates effectively and works well as part of a team.
- Uses initiative, is well-organised, and is committed to professional growth.

Experience working with pupils with SEND, leading interventions, or delivering whole-class learning is desirable.

We are proud to belong to Keys Academes Trust, and this gives us the opportunity to collaborate with other schools and to further enhance our children's school experiences.

I hope that, by reading this information pack and by considering how your own skills match those needed to meet this fulfilling role, you will feel inspired to apply for the post. Visits to the school are very welcome; meeting the staff and the children will give you a clearer picture of the opportunity that this role offers.

Yours sincerely,

Jamie Parkhouse, Headteacher

About the School

Thorpe Primary School is a wonderful, multi-cultural school where children feel safe, happy and secure, and leave well-prepared for the next phase of their education. An engaging and innovative curriculum inspires children and equips them with skills, experience and confidence to achieve their best. We strive for children to develop into successful learners and well-rounded individuals through high quality teaching and pastoral care across the school.

Our dedicated staff work incredibly hard to secure good outcomes for children. They work together to ensure the curriculum we offer is purposeful and memorable for all children as well as offering a wide range of extra-curricular activities and opportunities.

Our provision is enhanced by our good relationships with parents, Academy Committee and the wider community, all of whom we work in partnership with.

We are located within the bustling city of Peterborough and enjoy direct rail links with London. Peterborough is known for its diverse and inclusive culture which is something we celebrate throughout our school; with 28% of our pupils having English as an additional language. We are proud to serve the families of Netherton and western Peterborough.

We have high expectations for all our pupils and staff, and consider our families to be partners, recognising the vital role that they play. We want to work together as a team, to fully realise the potential of all of our children.

We benefit from an on-site internal Nursery, which is the main feeder Nursery into our school. We have recently benefited from various site work to refresh our Nursery provision, including internal and outdoor spaces.

We work closely with our four Trust schools (Jack Hunt, Longthorpe Primary, Nova Primary and Ravensthorpe Primary), as all schools are within a maximum 15-minute walking distance from each other, which allows us to work collaboratively with our peers across both primary and secondary settings. We are all proud members of Keys Academies Trust.

We benefit from wide outdoor spaces, including a luxurious school field and dedicated play areas and outdoor learning environments, including a recently refurbished outdoor EYFS and Nursery space and a new playground area for our high needs classroom. Due to the locality of Jack Hunt School and Ravensthorpe Primary School, our pupils are able to benefit from the Forest School environments located at the two school sites.

We welcome new colleagues to join our dedicated team, who will bring energy, optimism and a drive to build dreams for our pupils.



About the Trust

Our trust is a vibrant, diverse, and ambitious group of five academies in west Peterborough. Formed in 2018, we are a relatively young trust, which emerged from a strong, but loose, alliance of primary schools working with Jack Hunt secondary school.

Our schools serve communities which have many similarities but also significant differences, due to the cultural and economic diversity of the city. We celebrate these differences and ensure that each school retains a distinct identity within the trust.

Working together as a multi-academy trust has allowed us to use the expertise across our 5 schools to meet our common goals to give our pupils and students an inclusive, innovative learning community that respects and benefits everyone and has aspirational plans for the future. Our vision is to unlock the potential and create strong life chances for all the children we educate.

All in our trust have high aspirations for, and high expectations of, every single pupil and student. We want them to be well-rounded, confident, caring young people with leadership skills who are motivated to achieve their best in lessons and beyond the classroom. We want them to be involved in the school, local and global community and leave us as life-long learners, equipped to build on their success and contribute positively to our future.

Work for Us

Our Trust culture is centred on valuing people, through supporting their ambitions and career paths, so that we are a respected and attractive employer. By creating a culture where staff feel respected, empowered and inspired, we create a positive learning environment. We are keen to reward and recognise our staff and have developed a comprehensive range of employee benefits to achieve this.

Our staff benefit from:

- Professional Development and extensive CPD programmes
- Perkbox employee benefits platform providing big discounts on shopping, dining and entertainment
- Generous Occupational Pension Schemes
- Free parking at all Keys schools
- Nursery provision
- 24/7 free and confidential Employee Assistance Programme
- Wellbeing programme and support
- Open door listening policy to Senior Leaders

Our people vision:

- Our people are proud of our Trust and the difference we make to young people
- We are all hungry to learn and we offer career development and opportunities for all
- Everyone enjoys coming to work, we are inclusive and listen to our people
- Our leaders serve our people ensuring their professional and personal need are supported
- Our people go the extra mile because they feel well rewarded and valued and that we care

Job Information



Higher Level Teaching Assistant (HLTA)

Salary:	NJC Grade 9, Spine Point 24 to 28 (£35,412.05 to £39,152.02 FTE)
Hours:	32.5 hours per week, term time plus 1-week equivalent hours to be worked flexibly for training
Actual:	£26,636.99 to £29,450.20 for part-time and term-time working
Type of role:	Permanent
Closing date:	Tuesday 12 th May at 12 noon
Interview:	Tuesday 19 th May 2026 (we reserve the right to interview early if we have a strong field of candidates)
Start date:	Asap

Job Description

OBJECTIVE

The purpose of the post is to complement the work of a teacher, by effectively scaffolding appropriate to the age, subject, and specific individual needs of students, ensure their achievements are good or better. Higher Level Teaching Assistants will generally be deployed to cover classes for either planned or unexpected teacher absence.

KEY TASKS

- Under an agreed system of directions and supervision, carry out timetabled PPA/Leadership cover for Teachers and cover for teacher absence.
- To act as Higher Level Teaching Assistant for all pupils to ensure they make good progress from their starting points, including but not limited to pupils with SEND and EAL.
- To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
- To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.
- To assist in the assessment of the needs of pupils and use specialist skills, training, and experience to support pupils in accessing the classroom and curriculum.
- To support pupils to take responsibility for their own learning.
- Ensure pupil's wellbeing and dignity is supported, for example through intimate care.
- Actively engage with the school's provision map for pupils on the SEND register.
- To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- To promote inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within school.

SUPPORT FOR THE TEACHER

- To be involved in display work around the school and to direct others as necessary.
- To monitor and evaluate pupil's responses to learning activities and note their progress towards targets.
- To advance learning when working with individuals, small groups and whole classes without the presence of the assigned teacher.

- Support the evaluation of pupil's progress using a range of assessment techniques.
- To contribute to effectively to teachers planning and preparation of lessons.
- To contribute to maintaining and analysing records of pupil progress.
- To provide feedback and reports as required on pupil achievement to parents, carers and other professionals.
- To work in partnership with the teacher in supporting learning and managing the needs of pupils for example through effective scaffolding.
- To assist the class teacher with the preparation of reports, EHCP comments, APDR and other plans intended to support students with particular needs.
- To assist the teacher in the monitoring, assessment and recording of pupil progress.
- To provide the teacher with accurate and objective feedback about pupils' learning.
- To assist in the development of lesson plans and resources as appropriate under the guidance of a teacher.
- Liaise with and build strong relationships with parents / carers.

SUPPORT FOR THE CURRICULUM

- Use IT effectively to support learning activities and develop pupils' competence and independence in its use.
- Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses and needs.
- To assist the teacher with the preparation of the classroom and appropriate resources.
- To contribute to the overall ethos of the school to ensure an environment which is calm, purposeful, and happy.
- To attend and participate in training and other learning activities as required.
- To supervise students on planned trips, visits and out of school activities as required.

GENERAL DUTIES

- To maintain confidentiality and adhere to the school's procedures and policies.
- To attend staff meetings and training as required.
- Lunchtime duties.

GRADE SPECIFIC DUTIES

- To adhere to the professional standards for Higher Level Teaching Assistants
- To undertake broadly similar duties commensurate with the level of the post as required by the Key Stage Leads / Deputy /Headteacher.
- To assist with the training of other teaching assistants.
- Comply and assist with the development of policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting concerns to the named / appropriate person.
- Administer and invigilate exams/ tests. To mark and carry out question level analysis for in school tests.
- Lead 'out of school' planned learning activities for example field trips within guidelines established by the school.
- To attend relevant meetings, including staff meetings, and participate in training and development opportunities as appropriate, including school planning and CPD days.
- Establish constructive relationships and communicate with other agencies /professionals in liaison with the teacher to support the achievement and progress of pupils.
- Use expertise to advise and support others as appropriate.
- To adhere to the school health and safety policy including risk assessment and safety systems.
- To promote the aims and vision of the school within school and the wider community.

- To contribute to the overall life and work of the school.
- Use area of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning.
- Plan ways to support the inclusion of pupils in the learning activities.
- To plan and deliver targeted interventions with close support from SENDCo and class teacher.
- Preparing resources under the direction of the class teacher.
- To work in partnership with the teacher in delivering planned lessons to individual pupils or small groups.
- Attending relevant review meetings relating to identified pupils.

OTHER DUTIES

- Any other reasonable duties as requested by the Headteacher.
- This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	EVIDENCE
COMMITMENT	A clear recognition of and commitment to all our aims as a high performing school. Smart business dress.	Tangible evidence of the commitment to education in the current post.	Letter of application Portfolio of work (where appropriate) Interviews
QUALIFICATIONS	A good basic level of education with at least 5 GCSEs including English and Mathematics.	A specialist qualification with evidence of an interest in continued training. Evidence of undertaking relevant, professional qualifications and training. A degree or equivalent professional qualification.	Application form
EXPERIENCE	A good understanding of the importance of meeting individual learning requirements and some understanding of current educational issues. A good understanding of the role of monitoring. Experience of planning and leading teaching and learning activities Understanding of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support.	Successful experience in a school or college. Experience of supporting pupils who have special educational needs in an educational context. Clear practical strategies for supporting pupils. Experience of monitoring and evaluating learning leading to pupils making outstanding progress.	Interviews References Portfolio of work Letter of application
STAFF DEVELOPMENT	An understanding of the importance of training. A proven desire to improve.		Letter of application Interviews
RELATIONSHIPS	An ability to work with our students. Good listening skills. The ability to communicate effectively and to work as part of a team with staff, parents, and members of the local community.		References Interviews Letter of application

This job description will be reviewed periodically.

The Board of Trustees of Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding Statement

Keys Academies Trust (Keys) and Jack Hunt Academy are committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks. Disclosure of any criminal convictions and an enhanced DBS check will be required for this post. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. The post may not be exempt from the Rehabilitation of Offenders Act 1974 as certain spent convictions and cautions are 'protected' and are not subject to disclosure. It is important that an applicant provides the School with upfront disclosure of all unspent convictions, cautions, reprimands or warnings. A failure to declare the above (that are not subject to the Disclosure and Barring Service filtering) may disqualify an applicant for appointment and may result in summary dismissal if the discrepancy subsequently comes to light.

How to Apply

For more information, and to access our online application form, visit our website at <https://www.keystrust.org/vacancies>. Or, for a short cut, scan the code below:

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact the school office on 01733 264340. Visits to our school are warmly welcomed, please contact the school to arrange a tour by calling the office on 01733 264340 or emailing office@tpa.keystrust.org



Tours: Monday 4th May @ 9am / Thursday 7th May @ 9am
Closing date: Tuesday 12th May at 12 noon
Interview: Tuesday 19th May 2026 (we reserve the right to interview early if we have a strong field of candidates)
Start Date: ASAP



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