



Head teacher: Mrs. J. Bana

GRAFTON ROAD
DAGENHAM
ESSEX
RM8 3EX

Tel: 020 3727 5171

Email: office@grafftonprimary.co.uk

Website: www.grafftonprimary.co.uk

**HLTA for PPA cover & must be able to teach Spanish, drama or creative arts.
required as soon as possible**

Hours: 32.5 - Monday to Friday (Term time only)

Fixed Term 1 year with a possibility to extend to permanent

Payscale: Scale 6

Grafton Primary School is an outstanding school which takes pride in being inclusive. We have high expectations of both children and staff and are currently looking to recruit a HLTA to join our friendly and supportive team. As a HLTA you will play a crucial role in supporting staff and children within the school. The successful applicant will be required to lead and support within the classroom environment to teach and cover PPA across school. They may also be required to support within our intervention classrooms, take small intervention groups and work one to one with individual children as required.

Key responsibilities:

- Preparing classrooms for lessons, including setting up televisions for video presentations and sourcing books and handouts for students
- Teaching classes unassisted, covering teachers PPA time
- Planning and delivering learning and enrichment activities, either with Teachers or independently
- Working with small groups of students or individuals needing special attention
- Assessing students' progress and discussing development with Teachers, parents and Carers
- Work closely with teachers and other support staff to implement learning

Successful candidates will:

- Have knowledge, skills and experience of supporting children in a primary school, including those with SEND
- Believe in the inclusion for all and is able to implement strategies to support the children with SEND
- Have a strong understanding of positive behaviour management strategies and motivate children to learn and enjoy school
- Have knowledge of the curriculum across primary schools
- Have the ability to relate well to children and adults
- Be able to work collaboratively within a team
- Be flexible and adaptable
- Excellent communication and interpersonal skills to communicate effectively with all members of the school community

We can offer:

- A friendly and supportive school community who value staff at all levels and invests in people
- Passion and commitment to inclusive education
- Support during and after an induction period
- Excellent opportunities to continue your own professional development
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance
- A dynamic working environment and helpful staff in our friendly, outstanding school



We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs or with Thrive experience as we are Thrive school.

For further information about the role or to arrange a visit to the school, email [**vacancies@graftonprimary.co.uk**](mailto:vacancies@graftonprimary.co.uk)

Closing date for applications is **Monday 28th April 2025 at 12pm**

Interviews will take place the week beginning **Thursday 8th may 2025**

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check.