



**St Martins School**

**Applicant Information Pack**

**HLTA Teaching**

**Assistant**



*'Every Individual is in a great school'*

## Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.



**Alison Pope, Headteacher**



**St Martins School**

*Selfless ❖ Self-assured ❖ Successful*

## About our School

### About Us

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.



### Facilities

The school has undergone a transformation over the last few years. This year we have been excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

### Vision

Our vision is to ensure that St Martins School continues to be recognised as having a caring, nurturing environment and continues to be one of the most oversubscribed schools in the area. We promote a positive growth mindset, lifelong learning and we encourage everyone within our wider community to have a love of learning.



Our curriculum is designed to broaden our children's horizons, widen their cultural capital and empower them to be curious about the world around them. We firmly believe that reading is the 'master skill'. We aim to provide young people with the experiences they need to develop into confident individuals and responsible citizens who are equipped with the skills to meet the ever changing demands of 21st century life in modern Britain and be ready for the next stage of their education. We aim to foster partnerships with our parents and members of the wider community to develop and promote a learning community. The school is a highly valued and effective resource for our community.

As an all through school we are able to utilise teaching and learning expertise across every phase which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

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## About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### Our Vision:

To ensure every individual is in a great school.

### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



## The 3-18 Trust: What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

#### ✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

#### ✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

#### ✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

#### ✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

#### ✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free





## Job Description: HLTA St Martins School



<b>Title of Post</b>	Higher Level Teaching Assistant – Primary Nurture Provision Lead
<b>Grade and SCP</b>	7
<b>Hours/Working Weeks</b>	30
<b>Post Status</b>	Fixed Term in the first instance
<b>Accountable To</b>	SENCO

### Main Purpose

To work under the guidance of the SENCO and class teachers to deliver teaching and learning opportunities that raise standards of achievement of the pupils in their group. The HLTA will do so by utilising advanced levels of knowledge and skills to plan for, monitor and assess pupils. The HLTA will encourage the children to be independent learners and will provide for the social, emotional and mental health needs of individuals/groups, through a nurture group approach.

### Responsibilities

- To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and Trust policies and strategies for pupils
- To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/ preparation of resources for students
- Plan and prepare lessons with teachers, participating in stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with Trust policies and procedures

### Main Duties

#### Teaching and Learning

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of the SENCO, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the SENCO and class teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the SENCO and the class teacher.
- Plan, deliver and evaluate specialist learning activities, writing reports and records as required.

- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support pupils in social and emotional wellbeing across the school
- Establish and maintain relationships with families, carers and other adults, e.g. outside agencies where appropriate.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources in the Nurture Room.
- Escort and supervise Nurture pupils on educational and out of school activities.
- Guide and support pupils in their personal, emotional and social development.
- Prepare and present displays in the Nurture Room.
- Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
- Be involved in planning, organising and implementing individual development plans for pupils (such as individual educational plans) including attendance at, and contribution to reviews.
- Work with pupils not working to the normal timetable and deliver a range of interventions tailored to their needs
- To assess pupils using Boxall Profile to inform staff of the wellbeing and development of the pupils.
- To be familiar with the school ethos of Nurture and to be able to use de-escalation strategies effectively.
- Provide support for the class teacher and colleagues in the manual handling and/or physical restraint (as a last resort) of pupils to ensure pupils' wellbeing, health and safety is maintained.

### **Monitoring and Assessment**

- With teachers evaluate pupils' progress through a range of assessment activities.
- Look to plan activities which close the gaps or extend/challenge pupils
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings, which are usually held outside school hours.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Participate in staff meetings and training days/events as requested

### **Behavioural and Pastoral**

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.



- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.
- Implement all school policies relating to behaviour and safeguarding
- Demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.
- Assist with intimate care if required

### **Line Management**

- Provide effective line management across all aspects of people management to cultivate a high-performing and efficient team. Including but not limited to: absence management, return to work, one to ones, performance process, welfare and wellbeing checks and support

### **Professional development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

### **Other Responsibilities**

- Responsibility for safeguarding and promoting the welfare of children.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all schools policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**CEO signature:** ..... **Date:** .....

**Postholder's signature:** ..... **Date:** .....

## Person Specification – HLTA Nurture Lead

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• 5 GCSE's or equivalent, including English and Maths</li> <li>• Higher Level Teaching Assistant qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaken National Nurture Group training (or willing to complete)</li> </ul>
<b>Work or Relevant Experience:</b>	<ul style="list-style-type: none"> <li>• Relevant personal and professional development</li> <li>• Working in an environment where experiences included taking initiative and self-motivation</li> <li>• Experience of working with children with Emotional and Behavioural Difficulties and Learning Difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in building strong collaborative relationships</li> <li>• Experience of working within a school environment with KS1</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in training and development opportunities</li> <li>• Excellent ICT skills</li> <li>• Ability to train, supervise and develop other staff</li> <li>• Excellent organisational skills and ability to manage time effectively</li> <li>• Able to follow initiative</li> <li>• Ability to relate in a friendly but firm way with a range of</li> <li>• Personalities particularly able to motivate children</li> <li>• Able to assist with organising the learning environment</li> </ul>	<ul style="list-style-type: none"> <li>• Valid Driving license</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to work well as part of a team</li> <li>• Flexibility and reliability</li> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Ability to maintain confidential information</li> <li>• Ability to communicate effectively both verbally and in writing to a diverse range of people; relate well to children and adults</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Able to work at times to meet the needs of the service</li> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> <li>• Understanding the importance of safeguarding and promoting the welfare of children.</li> </ul>	

## Application & Appointment Process

An application form is available to download from the trust website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Clare Ellis at [clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk) to arrange a conversation.

**The deadline for applications is 3 p.m. 26 February 2026**

**Interviews will be held on the 3 March 2026**

Please send completed applications to Clare Ellis, Head's PA,  
[clare.ellis@stm.318education.co.uk](mailto:clare.ellis@stm.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description. If we have received applications that best match the person specification we may bring the closing date for applications forward.

### Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

