**St Bernard’s RC Primary School**

Burnage Lane, Burnage

Manchester M19 1DR

Tel: 0161 432 7635

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Web: [www.st-bernards.manchester.sch.uk](http://www.st-bernards.manchester.sch.uk)

**HLTA**

**Salary:** Grade 5 (term time only, plus one week). Pay award pending.

**Hours:** 35 hours per week. Monday to Friday 8.30am – 3.30pm

**Start:** 2nd September 2024

The Governors of St Bernard's R.C. Primary School are seeking to appoint an enthusiastic HLTA to join our school team.

The successful candidates will be:

* Have a relevant NVQ Level 3 qualification and Literacy and Numeracy skills.
* Be flexible and self-motivated.
* Be a practising Catholic/Christian is desirable, but not essential. Candidates would need to be willing to support the school’s aims mission and religious character.
* Have excellent communication skills and competent ICT skills.
* Be able to adapt and respond appropriately to challenging situations.
* Excellent team player, who is positive, proactive and has the ability to reflect and improve.

St Bernard’s is a thriving primary school with a dedicated team of staff and supportive Governing Body. This is an exciting opportunity to join our team, and to contribute to the next phase of our school’s journey.

In return, St Bernard’s R.C. Primary School can offer:

* A welcoming, supportive school community, with a strong catholic ethos.
* A team of enthusiastic, hardworking staff who embrace new opportunities.
* Enthusiastic, happy children who are eager to learn.
* A strong commitment to professional and personal development.
* Strong support from the Governors, and our parish community.
* Full training and support will be given with school systems (previous experience is not essential)

Duties of this post include:

* Covering classes under the direction of the teacher
* Group Intervention
* Covering classes for staff absence
* Implementing and monitoring school’s SEND provision map
* Supporting and developing children with different needs
* Working with a larger team
* Lunchtime Supervision

**St Bernard’s R.C. Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

You can find a link to the job descriptions and person specification on our website [here](https://www.st-bernards.manchester.sch.uk/vacancies/).

***Appointment to this post is subject to an Enhanced DBS Certificate with a check of the Children’s barred list for the Child Workforce and satisfactory references.***

The successful candidate will be required to sign the Catholic Education Service (CES) contract.

**Please send completed applications to Chair of Governors, via email to** [**jobs@st-bernards.manchester.sch.uk**](mailto:jobs@st-bernards.manchester.sch.uk)**.**

Candidates who have not been contacted by 6pm on 24th July, have not been successful on this occasion and we thank them for their interest.

**Closing Date: 12pm Monday 12th July**

**Short listing: Monday 15th July, pm**

**Interviews: Tuesday 16th July, am**