***Carlton Primary School***

Carlton Primary School

Townend Avenue

Carlton

Goole

DN14 9NR

T: 01405 860736

E: carltonprimary@setschools.uk

W: carltonprimary.setschools.uk

Headteacher: Mr Jon Watson

***“Developing Lively, Inquiring & Creative Minds”***

March 2024

**HLTA, initially fixed term to 31st August 2024 19hrs 25 minutes (3 days) with the potential to become full time in September 2024**

Thank you for your interest in the above post. I am very pleased to enclose further details and an application form. Please read them carefully and if you like the sound of us then please apply, we would like to hear from you.  We are looking to recruit a HLTA to join our team here at Carlton Primary School.

Our school is a great place to be. We are exciting, challenging, warm, friendly, and incredibly rewarding. Carlton Primary School is part of Selby Educational Trust and as part of the SET team we focus on improving the lives of children in our school. We work hard as a team to provide our children with the very best education possible. We want all children to have high aspirations, and achieve their potential for learning and living in society today and in the future. They deserve nothing less. If this is a philosophy that you share, then please read on…

Carlton Primary School was the second school, after Selby Community Primary School, to join Selby Educational Trust and is a small (but growing), rural village primary school.  Carlton Primary School is a special place to work.  We aim to ‘develop lively, inquiring and creative minds’. We are proud of our school, our wonderful pupils and our wider community. Our school is a warm, caring and friendly place for children and adults alike. Whilst currently rated ‘Requires Improvement’ and imminently awaiting an inspection, we know we are a ‘Good’, strong and positive school. We are always looking to develop and improve even further. We have a committed staff team and a supportive and appropriately challenging board of governors. In January 2021 we voluntarily academised and are very pleased and proud to be part of Selby Educational Trust.  As a result of our conversion, we work closely with Selby CP.

HLTA Role

We are looking to recruit a strong HLTA who is an enthusiastic and inspiring, who could work across both Key Stage 1 or Key Stage 2 to support children.  The candidate should have the motivation to develop themselves professionally and collaborate with others as well as the ability to develop strong relationships with parents and others.  The initial post will be for 0.6 with the potential to become

The successful candidate will have the ability to provide a high-quality learning experience as well as the enthusiasm and energy to engage and motivate all pupils.  There will be opportunities for the successful candidate to help develop areas of the curriculum that link to their skill set for example sports or computing.

Our warm and friendly ethos that stems from a strong sense of team spirit is a distinctive feature of our schools and is often commented on by visitors. We are very fortunate to have a large team of dedicated professionals all willing to grow and develop in their role and to support each other in providing the very best for our children.

The successful candidate can look forward to a period of high-quality professional development as well as making a welcome contribution to the lives of our children and community.

Selby Educational Trust is committed to safeguarding the welfare of our children. We have a robust Child Protection Policy and all staff receive training relevant to their role at induction and throughout employment at the school. In relation to this appointment process you should be aware that your referees will be asked the following question: “Are you aware of any Child Protection allegations or issues of a similar nature in relation to this person? If so, please provide details.” At interview all candidates will be asked if there have been any allegations or issues raised against them by children and, if so, the outcome of them. If you would like to discuss any of the above before making an application please contact me.

If you would like to make an application for the post please complete all parts of the application form. You are also requested to write a letter explaining how you meet the criteria stated in the person specification. Please make this no longer than two sides of A4 in a font size no smaller than 12. Applicants are requested not to send a Curriculum Vitae.

The closing date for applications is Monday 15th April 2024.  Interviews will take place week commencing 22nd April here at Carlton Primary School.

I would be delighted to meet with you should you wish to visit and see our school for yourself. Please telephone to make an appointment.  Please do not hesitate to contact me should you require any further information.

I look forward to hearing from you and wish you all the best in your search for the right job for you.

Yours sincerely,

Jon Watson

Headteacher