



Ealdham Primary School

Application Pack
For Candidates



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Welcome to Ealdham Primary School

“Imagine a haven, where children of all abilities and backgrounds are safe and treat each other with mutual respect. Where they are given the skills they need to explore, investigate and learn exciting new things for themselves. Where the thrill of achievement means they want to come back and experience it again and again. A place where children care about the place they live and how they can help to make it even better.

This is what we strive to achieve for our pupils at Ealdham. We hope you will join us in realising this vision.”

Christian York

Headteacher





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Dear Prospective Candidate,

We are delighted to introduce an exciting opportunity to join our dedicated team at Ealdham Primary School as a Higher Level Teaching Assistant (HLTA). This role will see you taking responsibility for delivering high-quality PPA cover across the school, planning and leading engaging lessons for classes across different year groups.

Ealdham prides itself on its core values of happiness, kindness, resilience, and respect, which are ingrained in every aspect of our school community. As a member of staff at Ealdham, you will play a vital role in fostering a positive and nurturing learning environment where every child can thrive.

The successful candidate will have the opportunity to work alongside a welcoming team who are passionate about children's learning and development. Our leadership team is committed to your professional growth and well-being, ensuring an environment where you will be supported and valued. You would be joining a team that prioritises collaboration, shared expertise, and mutual support, ensuring that you have a strong network of colleagues to lean on and grow with.

You will be instrumental in shaping the educational experience for all of our children. We are looking for a dynamic and passionate individual dedicated to making an impact and driving positive change in our school community. At Ealdham, we understand the importance of continuous improvement and innovation to meet the diverse needs of our students.

If you are passionate about education, committed to providing high-quality teaching, and ready to take on a new and fulfilling challenge, we would love to hear from you.

Please consider this opportunity to make a real difference in the lives of our community and contribute to the continued success of our school. We look forward to welcoming you to our team and working together to create a truly enriching learning environment for all.

Thank you for considering joining us at Ealdham.





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About Our School

Ealdham is a two-form primary school situated on the Page Estate in Eltham. The school roll has significantly increased over time with the current figure standing at 455 pupils compared to 289 pupils in 2010. The school serves an increasingly diverse community.



Staff and governors are focused on continual school improvement and have high expectations for all pupils. They believe that the school curriculum should enable them to have the key skills and knowledge they need to continue to achieve in secondary school and make informed choices for later life. This results in pupils thriving within a caring, creative and inclusive environment which provides the tools they need to blossom academically, socially and emotionally.

Our staff are at the heart of everything we do at Ealdham. We are committed to creating a supportive, collaborative environment where every team member feels valued and their wellbeing is prioritised. Our approachable leadership team works hard to ensure manageable workloads, promote work-life balance, and provide meaningful professional development opportunities. We believe that when staff thrive, our pupils thrive too.



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“Leaders are approachable and this has created a culture of openness. Adults and pupils alike are confident that if they raise any concerns or worries, they are heard. Pupils talked about how they can depend on adults and friends to keep them safe. There is a genuinely warm, professional relationship between and among staff and pupils.”

-Ofsted 2021



Positive mental health and wellbeing of all stakeholders is woven into the rich and meaningful school curriculum. It celebrates the fact that our pupils are growing up within the Royal Borough of Greenwich while giving them the opportunity to compare their lives with those living in other parts of the World.

The school places itself at the centre of a collaborative learning community committed to continual professional development and partnership working and it is an active member of both the Greenwich Community School's Partnership and local school's cluster. Leaders believe in partnerships and collaboration, which provides Ealdham with an ethos where staff strive for excellence within a supportive environment.

Our previous Ofsted inspection (October 2021) graded us as a good school.



“Staff appreciate leaders’ efforts to ensure that their workload is manageable.”

-Ofsted 2021

Our most recent Ofsted inspection took place in April 2026. We are expecting our new report to be published very soon!



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What We Offer

At Ealdham, we recognise that delivering high-quality PPA cover across multiple classes requires thorough planning and preparation. We are committed to supporting our HLTA with:

Dedicated PPA Time

- **3 hours of protected PPA time each week** to plan lessons, create resources, assess pupil work and liaise with class teachers
- Flexibility to use some of this time at home if preferred, supporting your work-life balance

Planning Support

- Access to teachers' medium-term plans and curriculum documents in advance
- Collaborative planning opportunities with teaching staff and subject leads
- Access to the school's resources and online teaching resources

Professional Development

- A comprehensive induction
- Access to high-quality CPD opportunities, including subject-specific training where required
- Support from the Senior Leadership Team and experienced teaching staff
- Opportunities to develop your practice through lesson observations and feedback
- Annual appraisal with personalised professional development targets

Wellbeing and Work-Life Balance

- A supportive leadership team who prioritise staff wellbeing
- A collaborative staff culture where colleagues support each other

Resources and Facilities

- Well-resourced classrooms with interactive whiteboards and ICT equipment
- Access to a wide range of curriculum resources and materials
- A dedicated workspace for planning and preparation



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Job Description

Ealdham Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Scale 5 with inner-London weighting £32535- £33987 pro-rata

(27.50 hours per week, term time only, 38 weeks)

Actual salary £21705 - £22674

Contract type: Permanent

Main purpose:

The HLTA will:

- Plan, prepare and deliver high-quality whole-class teaching to provide PPA (Planning, Preparation and Assessment) cover for class teachers across the school
- Take responsibility for classes during PPA time, ensuring continuity in pupils' learning and maintaining the school's high standards of teaching and behaviour management
- Work collaboratively with class teachers to ensure curriculum coverage and progression, sharing assessment information and supporting the raising of attainment for all pupils
- Promote pupils' independence, self-esteem and social inclusion through engaging and inclusive teaching

Duties and responsibilities:

Teaching and learning

- Plan, prepare and deliver lessons independently to cover teachers' PPA time across different year groups and subjects, ensuring continuity and progression in pupils' learning
- Take responsibility for whole-class teaching, adapting teaching strategies and resources to meet the diverse needs of all learners, including those with SEND
- Lead learning activities with confidence, maintaining high expectations for pupil behaviour, engagement and achievement
- Assess pupils' work during lessons, provide constructive verbal and written feedback, and maintain accurate records of pupil progress and attainment to share with class teachers
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to maximise the achievement of all pupils
- Use effective behaviour management strategies consistently and independently in line with the school's policy and procedures
- Promote, support and facilitate inclusion by encouraging the participation of all pupils in learning
- Manage teaching spaces and resources effectively to maintain a stimulating, organised and safe learning environment



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- Use ICT effectively to enhance pupils' learning and engagement
- Direct and support the work of other adults (e.g., teaching assistants) in the classroom when required

Planning

- Plan sequences of lessons independently for PPA cover, using the school's curriculum framework and teachers' medium-term plans
- Prepare the classroom and resources in advance of lessons to ensure smooth transitions and maximise learning time
- Contribute to curriculum planning discussions with class teachers and year group teams where appropriate
- Use assessment information to inform your planning and ensure lessons build on pupils' previous learning
- Be aware of the needs of all pupils during learning activities, including those with SEND or EAL

Assessment and Monitoring

- Use assessment effectively during lessons to adapt teaching and support progress
- Provide feedback to class teachers on pupils' progress, attainment, behaviour and any concerns, ensuring continuity in their learning journey

Working with staff, parents/carers and relevant professionals

- Communicate effectively with class teachers to ensure smooth handovers, share pupil progress information, and maintain consistency in curriculum delivery
- Work collaboratively with teaching colleagues, support staff, and the Senior Leadership Team to ensure high-quality provision across the school
- Communicate with parents and carers under the direction of the class teacher or Senior Leadership Team when appropriate
- Work collaboratively with staff and professionals to support pupils' needs
- Develop effective professional relationships with all colleagues, contributing positively to the school's collaborative culture

Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Promote the safeguarding of all pupils in the school

Professional development



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- Take responsibility for your own professional development, reflecting on your practice and identifying areas for improvement
- Engage actively with the school's appraisal process, setting and reviewing professional targets
- Keep your knowledge and understanding of curriculum developments, teaching strategies and safeguarding requirements up-to-date
- Take opportunities to build the appropriate skills, qualifications and experience needed for the role, with support from the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



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Person Specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> • HLTA status or equivalent qualification • Proven experience of planning and delivering whole-class teaching independently in a primary setting • Successful experience working in a primary school environment 	<ul style="list-style-type: none"> • Experience of providing PPA cover • Evidence of recent, relevant professional development • Experience teaching across multiple year groups
Skills and knowledge	<ul style="list-style-type: none"> • Ability to plan and deliver engaging lessons across the primary curriculum • Ability to manage whole-class behaviour effectively as the lead adult • Confident use of assessment to track pupil progress and inform planning • Understanding of child development, learning processes and barriers to learning • Knowledge of effective teaching and learning strategies, including adapting to meet pupils' needs • Ability to build positive relationships with pupils across the school • Strong knowledge of safeguarding requirements and procedures • Good ICT skills, particularly using technology to support and enhance learning 	<ul style="list-style-type: none"> • Good working knowledge of the national curriculum and primary learning programmes



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Personal qualities

- Confidence to lead whole-class teaching and take responsibility for maintaining a safe and purposeful learning environment
 - Flexibility to teach across different year groups, subjects and key stages
 - A strong commitment to achieving the best outcomes for all pupils and promoting the ethos and values of Ealdham Primary School
 - High expectations for children's attainment, progress and behavior
 - Excellent organisational skills to manage multiple PPA cover sessions effectively and plan ahead
 - Ability to remain organised, flexible and calm in a busy school environment
 - Strong oral and written communication skills
 - Commitment to safeguarding, equality and promoting pupils' wellbeing
 - Commitment to ongoing professional development and reflective practice
 - Ability to work both independently and as part of a team
- Sense of humour!