



Cedarwood Primary School

Headteacher: Mrs T Shute

June 2026

Dear Applicant

Thank you for your interest in joining the Cedarwood Primary School team.

We are delighted to be recruiting for a Higher Level Teaching Assistant (HLTA) and are seeking an enthusiastic, skilled and committed individual to join our successful school community.

At Cedarwood, our aims of 'Excellence and Enjoyment for All' extend to every aspect of school life and we are committed to supporting both pupils and staff to achieve their very best. We are proud of our inclusive, supportive and ambitious school community and are seeking a Higher Level Teaching Assistant who shares our passion for delivering high-quality learning experiences, supporting pupil achievement and making a positive contribution to the wider life of the school.

The successful candidate will play a key role in delivering learning across the school, supporting pupils to achieve excellent outcomes and maintaining high expectations for behaviour, engagement and achievement. They will work closely with teachers and other staff to ensure that every child is supported to reach their full potential.

This role offers an exciting opportunity to make a significant contribution to the learning and development of our pupils. The successful candidate will work closely with teaching staff to support high-quality learning and will be responsible for covering classes across the school when required.

Key aspects of the role include:

- Delivering learning to whole classes in the absence of the class teacher.
- Supporting pupils to achieve excellent outcomes across the curriculum.
- Contributing to planning and assessment processes.
- Providing high-quality feedback to pupils and teachers.
- Building positive relationships with pupils, families, colleagues and external agencies.
- Supporting the inclusive ethos and values of the school.
- Contributing positively to the wider life of the school community.

Our school is a warm, welcoming and happy place to work and learn, where staff are valued, supported and encouraged to develop professionally. We are delighted to have this opportunity to welcome a new Higher Level Teaching Assistant to join our dedicated and successful team.

This is a grade 4 post for 30 hours per week, 39 weeks per year (term time only + 5 Professional Development days), Full time equivalent salary is £30,024 to £33,699, depending on experience, salary will be pro rata according to hours worked which equates to £20,755 to £23,295 per annum.

If you are experienced in supporting pupils to achieve outstanding outcomes, and would like to join us, please refer to the job vacancies section of the school website for further information including the job description and application form. The website also contains further information about our school, including key school policies such as safer recruitment and child protection and safeguarding and can be accessed here:

<https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood>

Completed application forms should be returned to applications@cedarwoodprimary.org.uk by 4.00pm on Thursday 25th June 2026. Please note that incomplete application forms may be returned for completion or may not be considered. Interviews for shortlisted candidates will take place during the week commencing 29th June 2026.

Cedarwood Primary School implements a rigorous child protection and safeguarding policy and the staff and governors are committed to safeguarding and promoting the welfare of children. We operate a safer recruitment procedure which includes safeguarding checks in line with the latest Keeping Children Safe in Education guidance. It is an offence to apply for the role if you are barred from engaging in activity relevant to children. Please note that all posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Please see the declaration section of the application form for further details, including details of exceptions. We will require you to give at least two referees, covering the last 5 years of employment. References will be requested before interview and your referees will be asked to comment on your suitability to work with children.

Only those candidates who fulfil the job criteria will be short-listed. If selected for interview, this will be conducted by a panel of 3 people and will contain a 'personal' section where suitability for working with children will be explored. The successful applicant will be required to undertake a criminal record check via the Disclosure and Barring Service. We are an equal opportunities employer.

If you have any queries or would like to arrange a visit to the school, please do not hesitate to contact me by email to applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards

Kath Smith-Howell

School Business Manager