



# Mile Oak Primary School

Graham Avenue, Portslade, Brighton. BN41 2WN

Telephone 01273 077114

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## Higher Level Teaching Assistant (Level D)

<b>Contract Type:</b>	Fixed Term from 1 <sup>st</sup> September 2025 – 31 <sup>st</sup> August 2026.
<b>Working Pattern:</b>	32.5 hours per week 8.30am – 3.30pm Monday to Friday (1/2-hour unpaid lunch).
<b>Salary:</b>	NJC Scale 6, spinal column points 19 - 22 Salary £31,067.00 - £32,654.00 per annum (pro-rated).
<b>Paid weeks per year:</b>	47.36 paid weeks per year
<b>Closing Date:</b>	Friday 11 <sup>th</sup> July 2025 @ 5.00pm
<b>Start date:</b>	To be confirmed, subject to safer recruitment process.

### Introduction:

Mile Oak Primary School is situated on a large site in Portslade with 436 pupils on roll, this includes Little Oaks Nursery. We are recognised by OFSTED and the Local Authority as a good school in all areas.

Mile Oak Primary School is a place where children think big with no limits placed on their potential. The children are at the heart of every decision we make to ensure that all pupils experience success and are valued as individuals.

We are a school committed to celebrating our whole community and, with the highest expectations, work to inspire and support every child. Our children learn and achieve through inspirational teaching in a calm, ambitious environment supported by outdoor learning in our extensive school grounds. Every child is nurtured to gain the creativity, responsibility and full breadth of skills required to take an active and fulfilling role in society.

We recognise the significance of a holistic education for our pupils and this is what we deliver through our highly skilled and exceptionally committed staff team. Our curriculum is rich and inspiring as well as offering a broad range of experiences and opportunities. Pupil and staff wellbeing is at the heart of everything we do. We aim to develop the whole child academically, socially and emotionally, so that they are able to reach their full potential and in turn be able to make a positive contribution to the society they live in, both now and in the future.



Mile Oak provides an exceptional education where belonging is fostered, nurtured and celebrated.

**Criteria - Qualifications/Experience/Skills & Abilities/Equalities:**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Provide feedback to pupils in relation to progress and achievement
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lesson / work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons / activities systematically and provide evidence of range and level of progress and attainment
- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses / needs
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy

**Closing Date:** Friday 11<sup>th</sup> July 2025 at 5.00pm

**Shortlisting:** Monday 14<sup>th</sup> July 2025

**Interview Date:** Wednesday 16<sup>th</sup> or Thursday 17<sup>th</sup> July 2025



Our Website and social media pages provide a wealth of information about the school.

If you wish to speak to the school regarding this vacancy, please contact the school office on 01273 077114 in the first instance.

**Additional Information:**

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure & Barring Service (DBS) check.

Mile Oak Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to promoting equality and challenging inequality and stereotype. Brighton and Hove City Council does not accept CVs or resumes.

