



# HLTA

## Netherhall St James I & N School

### Applicant Welcome Pack



### “Learning Together in God’s Love”

**At Netherhall Learning Campus our standards and priorities are driven by having the highest of expectations that deliver for all student regardless of their context or starting point. This is underpinned by an unwavering commitment to our vision of 'Success for All'**

**Our expectations allow all students to engage within a positive learning environment which in turn has created a Campus that allows all students to make progress. We believe that prioritising good attendance, good behaviour, strong engagement and having high expectations that all children and young adults are able to overcome barriers and become active learners that will go on to benefit society.**

**The foundations of the Campus' strength are built on our strong traditions of personalised pastoral care that ensures the climate for learning is calm, well-ordered and secure. We value every student equally and aim to provide a safe and supportive environment. We are aware students have different needs and as a Campus we are committed to ensuring that every student has the opportunity to succeed. This is achieved by providing a broad, balanced and innovative curriculum that offers an excellent mix of inside the classroom and outside the classroom opportunities to learn. We will also offer a range of interventions when needed so that no student is left behind.**

**The calm, ordered and secure environment allows the Campus to offer a wide range of enrichment activities which students are actively encourage to participate in.**

**We want our students and parents/carers to feel valued members of the Campus community, we can only achieve this by working together. We value the input from parents to help the Campus with its work. We aim to engage parents as much as possible through regular reporting, parent's evenings and regular parental contact. We can only succeed if we are united in our efforts.**

**We aim to encourage creativity, enterprise, teamwork, personal responsibility and leadership skills in all students. We want all students to develop a "can do" attitude that will prepare them for adult life and employment. Our aim is that every student who leaves the Campus at 16 or 18 has a place at college, university, an apprenticeship or a job.**

**Michael Kent  
Principal**

# *About the Campus*

Netherhall Learning Campus consists of four schools, covering the full age and ability range from 3 – 19 years, each with its own distinctive ethos; each with its own individual identity and each catering to the specific needs of its students. Whilst the four schools are linked by a common philosophy and by common expectations, each school has its distinct and own characteristics that offer all students a continuous journey from Early Years entry through Key Stages 1 to 4 and beyond to Key Stage 5 via the Studio School. We are made up of a diverse community, yet we are all Netherhall.

## **A continuous journey**

Pupils may join any of the schools at any time. Regardless of the stage at which they start to attend, all students will experience the unique benefit of an education that has been planned by specialist teachers for all stages of a child's learning journey.

## **A common standard and expectation of dress, behaviour and standards of presentation:**

- All students, regardless of age, are expected to observe common rules of courtesy, respect, honesty and reliability.
- Uniform is the same across the Campus.
- From the start of their school career, all pupils are expected to arrive on time and with the correct equipment.
- Work is always to be presented to the best of the pupils' ability and books are to be respected and kept in good condition.

## **A recognition of the importance of parents and carers as partners in the learning journey of our children. A dedicated community team works across the campus to:**

- Work with parents to help support their children.
- Encourage greater parent and carer participation in school.
- Support adults who may have had a career break, back into learning and into the workplaces.

## **High quality teaching**

- Teachers across the campus meet regularly to share ideas and good practice.
- They share their expertise and help identify and meet the needs of pupils with special aptitude in their subject area.

## **Innovative curriculum development**

- The curriculum is jointly planned by specialist teachers across the Campus to prevent unnecessary repetition and stalling of progress at change of school.
- Creativity and opportunities for artistic and musical development are actively promoted and encouraged.

**Netherhall St James C of E (VC)  
Infant and Nursery School**

Rawthorpe Lane, Rawthorpe  
Huddersfield HD5 9NT

**01484 226601**

[infants@nlconline.org.uk](mailto:infants@nlconline.org.uk)

[View map](#)



**Netherhall Learning  
Campus Junior School**

Rawthorpe Lane, Rawthorpe  
Huddersfield HD5 9NT

**01484 300080**

[juniors@nlconline.org.uk](mailto:juniors@nlconline.org.uk)

[View map](#)

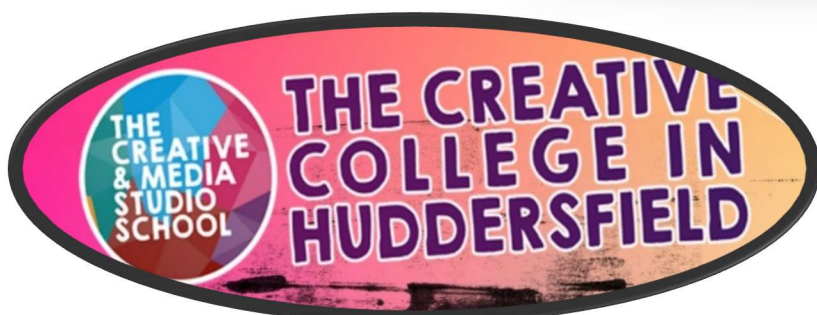
**Netherhall  
High School**

Netherhall Avenue  
Huddersfield HD5 9PG

**01484 382140**

[info@nlconline.org.uk](mailto:info@nlconline.org.uk)

[View map](#)



**The Creative & Media  
Studio School**

Netherhall Avenue  
Huddersfield HD5 9PG

**01484 382140**

[cmss@nlconline.org.uk](mailto:cmss@nlconline.org.uk)

[View map](#)



## Letter from the Heads of School

Welcome and many thanks for your interest in the vacancy at our school. This information pack will provide you with an outline of the role for which you are considering applying and I would encourage you to undertake further research into our school and its community to make sure this is a role in which you can make a significant, positive impact on the lives of our students. Additionally, it needs to be the right place for you to develop professionally and to be happy in the next stage of your career.

Our ethos of '*Success for All*', caring for each other and achieving excellence, underpin everything that happens in our school. I believe education should have a positive impact on all students and that Netherhall is the right place for this to happen. We have the highest expectations of all our students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. Students are treated as individuals and we recognise and celebrate different abilities, aptitudes and interests and believe that everyone can develop through dedication and hard work. We aim to create an enjoyment for learning and a resilience that is essential for achieving excellence. We work hard to ensure every young person is happy, safe and successful – a credit to themselves, their family and Netherhall. We aim high.

A culture of excellent teaching and learning is at the heart of everything at Netherhall Learning Campus and it isn't just for students; we invest heavily in the continuing professional development of all our staff to improve the student experience. Success is not down to one thing but needs some key ingredients: strong classroom practice, an appropriate and personalised curriculum, rigorous tracking and monitoring of progress, commitment and positive behaviour for learning from students and support from home. These coupled with a love for learning and a passionate belief that all can achieve are crucial so that every student can be the best that they can be.

We look forward to welcoming you into our school community.

Kirsty McGrath  
Head of I&N School

Zoe Lowe  
Head of Junior School

Heather Johnson  
Head of High School

***“Success For All”***



# Information

Thank you and welcome for taking the time to read this pack.

Netherhall St James CE (VC) Infant & Nursery School is a place where every child is valued. Children learn in a safe and secure learning environment where everyone is supported and encouraged to thrive together. This is all underpinned by our school vision of **'Learning Together in God's Love'**, and our Christian Values of **Respect, Love, Compassion** and **Trust**.

We want our children be to challenged and motivated about all aspects of learning in order for them to reach their full potential. Learning is tailored to meet the needs of all children, rooted in experiences and inspirational learning which foster curiosity.

We are very proud of our school and the dedicated team that we have who work tirelessly hard to provide the best opportunities for the young people in our care. We would welcome every opportunity to celebrate the success of this with you.

We look forward to welcoming you in person to Netherhall St James CE (VC) Infant & Nursery, where your journey towards success could begin today. Together, we will strive to make your experience here one that is filled with learning, growth, and success.

If you would like further information, or to visit, prior to completing your application, please contact our school office and our team will be more than happy to support you with this request.

**Mrs Kirsty McGrath,  
Head of School**

If you would like to be considered for the post, please complete the application form in full, alongside a letter of application, no more than two sides, outlining your relevant experience to date and the contribution you feel you could make to our school.





Please be assured that we take the time to read and consider all applications we receive. However, it is not possible to give feedback to candidates who have not been shortlisted.

We are committed to safeguarding and promoting the welfare of children and young people we expect all our staff to share our commitment. Further information regarding our safeguarding approaches can be found on our website. The successful applicant to this post will be subject to an enhanced DBS check and other pre-employment checks before the appointment is confirmed. **Please note CVs will not be accepted.**

Position: HLTA  
Contract: Fixed term, 12 months to 31 August 2026  
Hours: 13 hours over 2 days  
Term time plus 2 days  
Start date: September 2025  
Closing Date: Monday 30<sup>th</sup> June 2025 at 12pm  
Interviews: w/c 7<sup>th</sup> July 2025

Completed application forms should be returned to: [admin@nlconline.org.uk](mailto:admin@nlconline.org.uk)

For a tour of the school, please contact [admin@nlconline.org.uk](mailto:admin@nlconline.org.uk)

## *Joining Netherhall Learning Campus*

- Netherhall Learning Campus High School is committed to developing all staff within their roles and creating opportunities for further career progression
- **Pension** – Every employee has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **Emotional Wellbeing Support** via Employee Healthcare Service including Care First a free confidential counselling service.
- **Wellbeing Benefits** include annual flu vaccination, staff gym and exercise classes
- **Cycle to work scheme**
- **Corporate gym membership** – as a Kirklees employee you are entitled to the corporate rate at all Kirklees Active Leisure gyms
- **Vivup** - discounts across hundreds of the UK's high-street and online retailers
- **Totum Pro** – NUS card for professionals

# *Job Description*

You will bring your expertise and professional discipline in making an effective contribution to the teaching and learning strategies within school.

In your role, you will complement the professional work of teachers by:

- Take responsibility for agreed learning activities under an agreed system of supervision including working within professional standards.
- Plan, prepare and deliver a range of purposeful learning activities for individual, small groups or whole classes. You will be provided planning time during your working hours.
- Support the monitoring and evaluation of pupils' progress and achievements using a range of assessments as agreed.
- Apply your understanding and knowledge in the use of a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Lead and motivate other support staff, providing guidance and direction to ensure the teaching and learning objectives are embedded.

## **Key areas of responsibility and expectations**

- Work alongside and under the guidance of Senior Leader, and in line with the school's policies, procedures, relevant legislation and requirements.
- Work professionally and be a positive role model, upholding and exemplifying the school values.
- Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Develop positive professional relationships with colleagues including, recognise and respect the role and contribution of colleagues, parents and stakeholders.
- Take responsibility for your own professional development and participate in relevant training/CPD to improve practice, through observation, reflection, evaluation and discussion with colleagues as required by Head Teacher.
- Keep your knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with Head Teacher, and identifying relevant professional development to improve personal effectiveness.
- Develop positive and professional relationships with colleagues, pupils, parents and work effectively with other professionals, stakeholders and in multi-agency situations.
- Actively support the school's commitment to safeguarding and promoting the welfare of children and young people by following relevant statutory guidance along with the school's policies and practices. Refer to the school's website for further information.

## **Teaching and Learning Provision**

- Assist and collaborate with teacher in the short-term planning and implementation of a specific curriculum area or areas as designated and to record and monitor pupils learning.



- Ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils.
- Working in collaboration with the teacher to supervise activities and the general management and control of pupils in the school.
- Working within the framework set by the teacher promote pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.
- Responsible for planning your role and specified activities to reinforce the teacher's lesson aims and objectives, providing feedback to pupils and colleagues on learning and behaviour.
- Responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
- Contribute effectively to the research selection and preparation of teaching resources that meet the diversity of pupils needs and interests.
- Use IT effectively to support learning activities and develop pupils' competence in its use.
- Collaborate with the teacher in the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.

### **Pupils/Student Support and Supervision**

- Undertake the delivery of a specific curriculum/aspect to one-to-one, small group, class of pupils using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies.
- Promote the support and inclusion of all pupils in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils to achieve.
- Monitor and evaluate pupils' responses to the learning tasks and modify approaches accordingly.
- Monitor and evaluate pupils' participation and progress through a range of assessment activities and provide constructive support and feedback to pupils/students as they learn and report back to the teacher as specified.
- Contribute to the maintaining and analysing of pupils' records of progress as specified within the teacher's framework.
- Organise and manage safely the learning activities, the physical teacher space and resources within the designated area of responsibility.

### **Leadership, Development and Supervision of Staff**

- To assist in the co-ordination of a team of teaching assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- Involved in the 'induction' of support staff, with particular reference to school policy and ethos, behaviour management strategies and learning strategies and learning strategies used by particular teachers.

- Provide guidance and appropriate leadership to staff relating to specified learning, programmes and performance management, referring complex issues and matters of discipline etc to Senior Leader.
- Consult and attend meetings with Senior Leader regarding pupil and staffing arrangements as required.

## Curriculum Activities

- Maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- Contribute to the presentation of pupils' work and maintenance of display areas.
- Assist with the preparation and tidying of the classroom and upkeep of resources.
- Attend and contribute to duty related meetings as required.
- Participate and contribute to team meetings as designed by Senior Leader.

## Person Specification

To be shortlisted for the role, please demonstrate on your application form how you currently meet the "Essential" criteria, and the "Desirable" criteria wherever possible.

Knowledge, qualifications, skills and experience	Shortlisting criteria
Recent experience as a Teaching Assistant in an educational environment.	Essential
Experience of working with children/young people.	Essential
Experience of planning and leading learning activities.	Essential
Minimum NVQ Level 4 (Degree level) or able to demonstrate equivalent skills.	Essential
Professional qualification applicable to the role (e.g. Level 3 Supporting Teaching & learning in school) or able to demonstrate equivalent skills	Essential
Understanding of Child Protection and Safeguarding Procedures.	Essential
Working knowledge of relevant policies/codes of practice/legislation.	Essential
Understanding of effective teaching methods.	Essential
Working knowledge of National Curriculum and other relevant learning programmes.	Essential
Understanding of principles of child development and learning.	Essential
Experience of delivering structured learning programmes including the monitoring and evaluating of progress.	Essential
Commitment to ongoing personal training and development.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential
Accepts standard screening plus any other medical screening as decided by the occupational health physician, appropriate to occupational risk. Any offer of employment is subject to satisfactory health clearance.	Essential

**The following criteria's which may involve written exercises, group discussions, presentations, interview etc. will be tested after the initial shortlisting and during the recruitment process.**

Ability to plan, prepare and deliver learning to children which support individual needs and learning objectives.

Ability to use IT and appropriate technology to support learning and to provide accurate reports.

Understanding of school routines, relevant policies and codes of practice.

Ability to work with the whole school team and engage professionally with pupils, colleagues, parents, stakeholders and professionals.

Demonstrates ability to manage behaviour effectively and ensure a safe learning environment.

Understanding of Child Protection, safeguarding policies and procedures.

Ability to inspire, motivate and challenge children/young people.

Ability to supervise/coordinate a team including task allocation and performance management.