



September 2026

Dear applicant,

Higher Level Teaching Assistant for St Thomas' CE Primary School

Our federation vision: Belonging, learning and growth for life in all its fullness

Dear Candidate,

Welcome to our schools and thank you for showing interest in a higher level teaching assistant post at St Thomas' CE Primary School. The purpose of this letter is to tell you about our schools, their aims and the role of the higher level teaching assistant in our Federation.

Our federation consists of three primary schools: Princess Frederica in Brent, and St Thomas' and St Clement & St James (SCSJ) in Kensington and Chelsea. The schools federated 1st July, at which point one governing body was established across the partnership. There are many benefits to the federation, including shared professional development, enhanced senior leadership expertise, and additional career development opportunities that a larger organisation can offer. SCSJ and St Thomas' have already worked in partnership for five years and have a well-established, skilled senior leadership team. We are proud of our collaborative effort, which was recognised when St Thomas' achieved Ofsted outstanding in all areas in 2025.

St Thomas' is situated in North Kensington, near Portobello Road. Although it is an inner-city school, it has the feel of a small local school. Visitors to St T's frequently comment on our calm, beautiful learning environment and the warm welcome from our staff and parents. We also benefit from strong links with our local church. While we warmly welcome children and staff from all faiths, our mission statement is rooted in Christian values, which we believe are also universal human values.

We aim to serve our local communities, which are culturally and socially diverse. Around half of our children come from families living on income support, and many speak English as an additional language — the most commonly spoken being English and Arabic. Our school community includes children from the Caribbean, Africa, Asia, the Middle East, Europe, North Africa, as well as some children who are refugees. We greatly value the richness of experience that all our families bring and celebrate this diversity throughout the school year.

Our main focus is to raise standards for all children through the development of a truly diverse, enriching, and broad curriculum that prepares them for the future. We believe that children are motivated to learn through meaningful, engaging experiences. Alongside this, we place great importance on high-quality child–adult relationships, ensuring that interactions between children and adults consistently support and enhance learning. We also believe the arts play a vital role in enriching the curriculum and seek to use music, dance, drama, and art to inspire and deepen children’s learning.

It’s important that the staff we recruit are aligned with our culture. We believe that:

- Pupils come first
- We all have a professional obligation to improve as professionals
- Every child deserves a champion
- We have a culture of the possible, where everyone can make progress beyond what anyone could have imagined
- Truly great teaching is that which improves students’ progress
- An evidence informed approach to school improvement helps us to identify what works best
- Hard work is the key to success for staff and students
- We welcome diverse ideas to solve problems
- We value generosity of spirit
- We acknowledge mistakes and can learn from them
- We live by our Christian values

We are looking for a higher level teaching assistant who can demonstrate a clear understanding of how children learn and who will enjoy working as part of a dedicated, highly motivated team to secure the best possible outcomes for our children. You will be working alongside experienced leaders who are committed to supporting your professional growth. We are seeking someone who is flexible and adaptable — someone who aspires to be the best, is willing to work hard, and is eager to develop their expertise. If you believe you have these qualities, we would be delighted to receive your application.

St Thomas’ is led by Mr Adrian Jones, head of school, and Mrs Alys Stephens, deputy head, DSL and SENCO who will be pleased to welcome you to the school. You are encouraged to visit us and you will have the opportunity to learn more about the HLTA role and see for yourself what a fantastic place this is to work.

The recruitment process consists of several stages. During shortlisting, candidates will be assessed on how well they meet the person specification criteria, as demonstrated in their application. In your supporting statement, please ensure you clearly address the person specification. Applications will only be considered if submitted on a fully completed **LDBS application form** — CVs will not be accepted as an alternative. When completing your application, please include a full employment history and account for any gaps in employment. Applications must be submitted digitally.

When selecting referees, you must provide the details of two referees. The first should be your current or most recent employer, or the Headteacher/Principal. Please ensure that your referees are willing and able to provide a reference promptly. If shortlisted, please be aware that references and online checks may be undertaken prior to interview, and their content may be discussed during the interview process. We may also contact previous employers not listed as referees, and may seek further information from referees

who have provided a reference. All previous employers will be asked if there are any concerns regarding your suitability to work with children. These essential steps form part of our safer recruitment process and are in line with our safeguarding policy.

The closing date for applications is on 2nd October. Interviews will be held during the week commencing 5th October. If you are applying for this role, please ensure that you are available for an interview during that week.

On behalf of the governors of the school, thank you once again for your interest in this position. We look forward to receiving your application.

Yours sincerely

Rebecca Hughes

Executive Head teacher

Our Ethos

We welcome children and their families to our school without discrimination. We strive to continually build a community in which there is equity and equality for all. A community in which everyone shows respect and understanding towards each other. By doing this, we improve the quality of all our lives. At our schools we support pupils to be proud of their unique identities and to reach for the highest level of personal achievement and wellbeing. Our schools are spaces where our whole community will be supported to grow, learn and flourish.

In line with the 2010 Equality Act, we seek to ensure that no student, member of staff, parent or any other person through their contact with the school receives less favourable treatment on any grounds which cannot be shown to be justified. This covers race, ethnic or national origin, language, religion or belief, gender or gender reassignment, sexual orientation, pregnancy, marital status, disability, age, responsibility for children or other dependents, political views and social class.

Safeguarding Statement

LifeFull Federation is committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.