September 2022

RE : Higher Level Teaching Assistant (Primary)

TERMS : Permanent, full-time or part-time. Term-time only.

Dear Sir or Madam,

Thank you for taking the time to find out about the vacancy within our Pastoral team

I am very pleased to be sharing what we have to offer to you at Mayfield. Our school is a very special place where pupils, staff and governors work in a community where we aim to be Ready, Respectful, Resilient, Responsible, Resourceful and Reflective every day. This could be the start of your Mayfield journey. I feel incredibly privileged to be the headteacher at Mayfield from September, and I look forward to working with you as you become part of our Mayfield family.

Mayfield School is at the heart of a thriving and diverse local community. We are one of the first single-site, all-through maintained schools in the country, which we believe provides us with a unique opportunity to join together for an educational purpose, to improve and shape the lives of the children (Year R – Year 11) in our learning community. Our school operates as an all-through school with a single vision, set of values, staff, and Governing Body.

Mayfield School started a new era with its brand new state-of-the-art building in 2021. This has provided our school community with new facilities, such as a large sports hall, new drama rooms, new assembly hall, a large canteen and café area and much more besides.

We are a friendly, vibrant school with high standards and expectations.  We pride ourselves on the positive relationships we foster, knowing every young person as an individual and challenging each of them to have the highest possible aspirations through our ambitious and inclusive curriculum. Our ambition is to build on our excellent pastoral care with high standards and expectations so that young people are able to flourish and to achieve their very best.

All of our pupils benefit from a wealth of extra-curricular activities, including trips and visits to enrich their experience at our school, and we embrace regular opportunities to celebrate our pupils' success and achievements within and beyond our school gates. By building and maintaining strong partnerships between everyone involved directly with the school and the wider community, we will continue to develop our collective learning journey.

Finally, I believe Mayfield is an exciting place to learn. The staff are committed to ensuring that our pupils remember their nursery, infant, junior and senior school days, where they gained the inspiration to face new challenges, becoming future-ready, with a passion for learning. We are continually striving for excellence in everything that we do as we fulfil our school vision where everyone is valued, inspired and included.

We are seeking to appoint a Higher Level Teaching Assistant for after the October half-term holidays. The person appointed will become a key member of our Primary Team, supporting learning across the Primary phase. Applications are welcome from candidates who have already achieved HLTA accreditation and those who are keen to achieve this qualification over the next 18 months. The successful candidate will work with a dedicated, and growing, team of teachers and teaching assistants to support the development of our Primary provision.

To apply for this post, please complete an application form which should be sent via email to Mrs. Lynne Hollis, PA to the Headteacher, on [hollis@mayfield.portsmouth.sch.uk](mailto:hollis@mayfield.portsmouth.sch.uk) by 4:00pm on Monday 10th October 2022. We will be reviewing applications as they come in and reserve the right to close this process early.

Best wishes,

Ashley Howard,

Headteacher