

# Recruitment Pack

Higher Level Teaching Assistant  
Town Field Primary



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

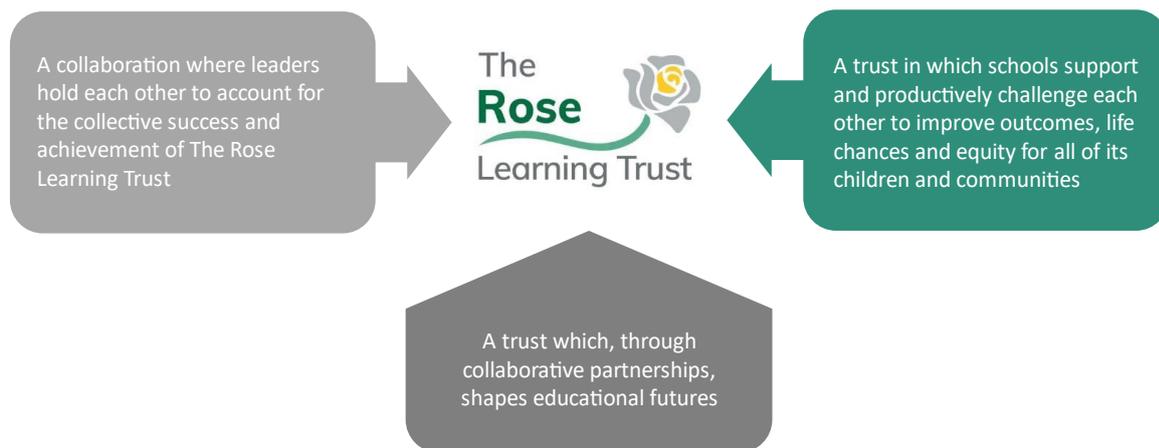
We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision Transforming Futures Collaboratively



### Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

### Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





# THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	<b>Developing Pupils</b>	<b>Developing People</b>	<b>Developing Governance</b>	<b>Developing Growth, Business Facilities and Resources</b>	<b>Developing Communities and Partnerships</b>
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

## Town Field Primary

Town Field Primary School is a large and lively, culturally diverse school close to the centre of Doncaster. It caters for approx 460 pupils aged 3-11, including provision for 52 pupils in FS1. The school is proud of its high standards, inclusive ethos and of its commitment to meeting the needs of all its pupils. Our central aim is to enable all children and staff to achieve their full potential.

The context of our school is changing with growing numbers of children entering Town Field with English as an additional language. Currently our school population speak over 40 different languages which adds to our rich and diverse learning community.

The school is highly regarded, being a popular choice with parents, and is over-subscribed. We have a strong reputation for excellence both within and beyond our school and embrace opportunities for our staff to work across the system.



## Higher Level Teaching Assistant

### Advert Information

<b>Post</b>	<b>Higher Level Teaching Assistant</b>
<b>Contract type</b>	Permanent, Term Time
<b>Grade</b>	Grade 6 – Scale point 6 to 11 Actual Starting Salary £18,520-£20,060
<b>Hours</b>	Term Time Only 31.25 hrs per week Monday to Friday 8.30am to 3.15pm with a 30min lunch break as directed
<b>Reporting to</b>	Head Teacher
<b>Location</b>	Town Field Primary School
<b>Commencement date</b>	As soon as possible
<b>Closing date</b>	12pm on 20.3.26
<b>Shortlisting date</b>	20.3.26
<b>Interviews</b>	w/c 23.3.26-27.3.26

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Town Field Primary is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Teaching Assistant to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Teaching Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service



- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

**The successful candidate will:**

- Be committed to the strong inclusive ethos of the school
- Demonstrate the ability to liaise closely with class teachers, parents and other professionals
- Use their initiative to work independently and flexibly
- Have proven ability to support, develop and motivate pupils
- Demonstrate good levels of literacy and numeracy, including GCSE or equivalent in maths & English
- Be willing to undertake further training if required

**We can offer in return:**

- A warm, caring and inclusive ethos with enthusiastic and motivated learners
- A dedicated, highly-skilled, hard-working and friendly team of staff who have close working relationships with other schools, networks and agencies
- A commitment to ensuring a healthy work/life balance
- Full training and many opportunities for further CPD

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Business Manager, Emma Ellwood [admin@townfield.doncaster.sch.uk](mailto:admin@townfield.doncaster.sch.uk)

To apply use the link below: <https://mynewterm.com/jobs/149582/EDV-2026-TFPS-38194>

***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***



## Higher Level Teaching Assistant

### Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	Higher Level Teaching Assistant
Reports to (job title):	Headteacher
Grade and Salary	Grade 6, 31.25 hours per week, £18,520-£20,060 actual salary
Contract Type	Permanent, term time only

### Job Purpose:

#### Main purpose of the post

To work under the instruction and guidance of teaching staff, to implement agreed programmes of work with individuals/groups, in or out of the classroom. To undertake short-term cover in the absence of the teacher and to cover for planned PPA time.

### Duties and Responsibilities:

#### Duties may include

- To cover for teacher's PPA including lesson planning, delivery and marking and ensure accurate recording of achievements and progress.
- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils



- Under the direction of the teacher assist in maximising the use of IT in the learning process
- To establish constructive working relationships with pupils, setting high expectations and acting as a positive role model and foster enjoyment, enthusiasm and independence in learning.
- To promote inclusion and contribute to the development of confident, caring pupils who show a sense of responsibility and pride in themselves and the school.
- To assist in the provision of a welcoming, stimulating environment and the smooth running of the school.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To provide learning support for pupils, to help them learn effectively as individuals, in groups or whole class situations
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- To encourage pupils to interact and work co-operatively with others and promote independence, confidence and self esteem
- To provide feedback to pupils in relation to progress and achievement
- Develop effective professional relationships with all key stakeholders including colleagues/parents/partners/external bodies and the wider community.
- Demonstrate consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities and make a positive contribution to the wider life and ethos of the school
- Manage records, information and data producing analysis and reports
- Provide feedback to pupils in relation to progress and achievement.
- To work with pupils, understanding how to motivate and encourage them to achieve and develop.
- To work with the SENCO and other teachers to develop and implement support plans and behaviour plans.
- Within an agreed system of supervision, to work with the Leadership Team to develop lessons, work plans and the whole school learning environment for delivering learning to whole classes.
- To record the progress of children through assessments.
- To feedback the achievements of pupils to colleagues through the agreed monitoring systems.
- To report on pupil achievements and adjust planning as necessary.



- To establish and maintain constructive relationships with parents/carers by: supporting their role in pupils learning, providing constructive feedback on pupil's progress and achievements, facilitating their support for their child's attendance, support home to school/community links.
- To take a lead role in planning, development and organisation of systems/procedures/policies.
- Undertake duties of a HLTA as specified within the school
- To model and support behaviour strategies. To be proactive in managing behaviour to promote calm, careful and considerate behaviour.

### **Specific Responsibilities**

- Coordinate lunchtime activities to ensure purposeful play through the OPAL approach
- Take a lead role in the implementation of phonics intervention, attend relevant meetings and ensure to provide feedback to staff as appropriate
- Provide individual support to SEN pupils as and when required
- To cover first aid and playground duty when required
- To undertake out of school visits as required
- To be an appointed first aider at work

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies



**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



## Higher Level Teaching Assistant Person Specification

<b>PERSON SPECIFICATION</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form    CQ – Certificate of Qualification    I – Interview			
<b>Qualifications and Training</b>			
Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent	x		AF/CQ
NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification)	x		AF
Willingness to attend appropriate training courses to fulfil the functions of the job	x		
<b>Relevant Experience</b>			
Significant experience of working to support children’s learning, gained in a relevant environment.	x		AF
Experience of working as part of a team	x		AF
Experience of behaviour management in an educational setting	x	x	AF/I



<b>Knowledge and Skills</b>			
Full working knowledge of relevant policies/codes of practice including school performance management policies	x		AF/I/C
A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery	x		AF/I/C
In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years	x		AF/I/C
Understanding of principles of child development and learning processes	x		AF/I/
Ability to plan effective actions for pupils at risk of underachieving	x		AF/I/
Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work	x		AF/I/
Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff	x		AF/I/
Effective use of ICT to support learning	X		AF/I/
Use of other equipment technology – video, photocopier	X		AF/I/
Well-developed interpersonal skills to be able to relate well to a wide range of people	X		AF/I/
Excellent communication skills	X		AF/I/
Have commitment to own personal and professional development	x		AF/I/
<b>Other Requirements</b>			
A calm, flexible, pleasant and sympathetic manner	X		I
A good attendance and punctuality record	x		I

