



**STOUR VALE
ACADEMY
TRUST**

HIGHER LEVEL TEACHING ASSISTANT

Higher Level Teaching Assistant

37 hours per week

39 Weeks per year

Fixed Term until August 2027

Grade 7 (SCP 18-23)

Salary FTE £31,537 - £34,434 pa (pro rata)

Actual Salary £27,466 - £29,989.05 pa

Are you an experienced and skilled practitioner who is confident leading learning across a range of classes? If so, we would welcome your application for a Higher Level Teaching Assistant position at Holywell Primary and Nursery School.

At Holywell, our work is guided by a clear vision:

- Every child known, happy and learning.
- Every adult positive, nurturing and skilled.
- Every lesson inclusive, purposeful and engaging.

We are looking for someone who:

- Has experience of leading whole class learning and can deliver high quality lessons across the primary age range.
- Builds positive relationships with children and supports them to feel confident and included.
- Is organised, flexible and able to adapt quickly to different classes and learning needs.
- Has high expectations and is committed to ensuring all children make progress.
- Works hard, takes pride in their role and contributes positively to the wider team.

In return, we offer:

- A supportive and collaborative staff team.
- Enthusiastic children who are keen to learn.
- A clear and shared focus on improving teaching and learning.
- Well planned curriculum resources and clear expectations for teaching.
- Opportunities for professional development within school and across the Trust.

If this sounds like you, we would love to hear from you!

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

Visits to school are warmly welcomed. We are holding school tours on:

Thursday 25th June at 2.30pm

Monday 29th June at 4.30pm

To arrange to join one of our tours, please contact:

Alison Barratt

School Business Manager

0121 453 7829

How to apply: Online applications via My New Term only

Closing date: Monday 6th July 2026

Interviews: Thursday 9th July 2026

ABOUT HOLYWELL PRIMARY AND NURSERY SCHOOL

Holywell Primary and Nursery School is a welcoming and inclusive school serving the community of Rubery, Worcestershire. We are committed to providing a positive learning environment where children are known as individuals and supported to succeed.

Since joining Stour Vale Academy Trust in April 2024, the school has been working closely with Trust colleagues to strengthen teaching, learning and the wider curriculum. This is an important stage in our development, with staff fully engaged in improving provision and outcomes for all children. We are currently awaiting our first Ofsted inspection as a new school following this period of change.

Holywell serves a well-established community and we value the strong relationships we have with our families. Our children are friendly and enthusiastic and we work hard to ensure they feel safe, supported and ready to learn. Our nursery provision forms an important part of our school, helping to build strong foundations for learning from an early age.

We are committed to providing a broad and engaging curriculum, alongside a caring and nurturing environment, so that all children can develop confidence, resilience and a love of learning.

Further information about the school can be found on our website:
www.holywellschool.org



Job Description



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Job Title:	Higher Level Teaching Assistant
Grade:	Grade 7 (SCP 18-23)
Responsible to:	SENCO, Phase Leader, or other designated manager
Responsible for:	Not applicable
Working weeks:	39 working weeks during term time

Core Purpose:

- Complement the work of teachers by taking responsibility for developing and delivering agreed learning activities under an appropriate system of supervision. This can include planning, preparing, and delivering learning activities or being responsible for specific provision for individuals/groups/whole classes.
- Play a significant role in the educational, personal and social development of designated students, advancing learning under the direction and guidance of relevant colleagues (e.g. the Headteacher, SENCO, phase leaders and class teachers).
- Employ skilled strategies and techniques developed through highly specialist knowledge/ significant experience to support students in accessing the curriculum, engaging with their learning, and achieving their full potential.
- Deliver measurable impact on student attainment as well as social and emotional well-being, the benefits of which are likely to extend beyond the individual student or class in order to have a wider positive impact.
- Undertake specified work, including delivering lessons to small groups or whole classes on a regular basis within an agreed system of supervision and pre-determined framework.
- Support, coach or manage other colleagues to develop their practice.
- Implement planned learning activities/ teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate.
- Work collaboratively with relevant colleagues to fulfil the requirements of the role.
- Provide specialist support and expertise in one or more areas to advance learning. For example:
 - an aspect of the curriculum
 - age range or key stage
 - SEND
 - EAL

- The duties of the Higher Level Teaching Assistant will be determined by the Head Teacher, or appropriate senior leader, and will be arranged to meet the needs of the school and pupil(s) being supported, possibly including those with an Education Health Care Plan (EHCP).
- Responsible for the management and development of other teaching assistants in conjunction with the SENCo.

Legal and Statutory Requirements

The Higher Level Teaching Assistant's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

Main Activities

Supporting Learning

- Supervise classes or groups of pupils undertaking activities prepared or initiated by teaching staff, where this is appropriate, either as:
 - A planned and scheduled activity within the school timetable, or
 - An occasional requirement arising from short-term teacher absence.
- Plan, prepare and deliver specified learning activities to individuals, groups and/or classes modifying and adapting activities as necessary.
- Support and supervise pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
 - Clarifying and explaining instructions.
 - Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
 - Being sensitive to the requirements of all pupils and encouraging their participation and independence.
 - Assisting pupils with the appropriate use of materials and resources, including ICT applications.
 - Contribute to the identification and selection of pupils for specific interventions, for example social skills, literacy or numeracy.
 - Delivery of specific whole school interventions.
 - Provide feedback to pupils.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Effective use of positive behaviour management techniques and strategies with support where required. Encourage pupils to take responsibility for their own behaviour.

- Adapt communication style and language to suit individual pupils and their specific needs. Demonstrate skill and a range of techniques to enable inclusion and responsiveness to the individual.
- Provide specialist support e.g. SEN, EAL or in a particular learning area.
- May be involved with organising and implementing individualised development plans for pupils e.g. IEPs, including attending reviews.
- May be required to provide short term cover supervision of classes.

Resources

- Preparation of appropriate materials and resources and contribution to the organisation of the teaching and learning environment.
- Identify and create learning resources where appropriate. Assist with the availability, set up and use of identified learning resources.
- Produce or adapt bespoke resources and learning materials which may be specialised or targeted for use in intervention groups or in lessons.
- Highlight and recommend specific resources that may be used to support pupils.
- May be responsible for the monitoring and maintenance of a limited range of stocks/resources.
- May be responsible for presenting displays.

Exams, educational visits and other supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.

Personal and welfare support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Support pupils in their personal, emotional and social development.
- May provide pastoral support to pupils e.g. as form tutor.

Systems, policies and procedures

- May contribute to the development of policies and procedures.
- Responsible for the careful and safe use of equipment.
- Responsible for the safety and wellbeing of pupils in the classroom.

Team involvement

- Undertake day-to-day management and support of Teaching Assistants, or other defined support staff, for example, MDSAs. This may include:
 - Liaising with the Headteacher, leadership team or appropriate teaching staff on relevant issues.
 - Holding staff meetings or briefings.
 - Undertaking or contributing to performance reviews.
 - Participating in recruitment activities.

- Contributing to staff induction, mentoring, and training.
- May demonstrate own duties to new or less experienced staff.
- Support, advise, coach and/or monitor less experienced teaching assistants, students, volunteers.
- Contribute to Performance Development reviews.

Building relationships

- Work in partnership with teachers to ensure that individual learning needs are met, discuss student progress, and share strategies and concerns. Liaise and decide on appropriate strategies with differentiation to allow individuals to fully access the lesson.
- Communicate knowledge and understanding of pupils to other professionals to facilitate informed decision making about required intervention and provision. This may include engagement with external agencies and specialist support.
- Support the role of parents/carers in pupil's learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement.
- Liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning.
- May liaise with external agencies on a regular basis.

Record keeping and information management

- Contribute to basic monitoring, evaluation and assessment of pupil progress. Record and report on data.
- Provide targeted and focused support and feedback to pupils as a result of effective monitoring and assessment techniques. Assess, record and report their achievements, progress and development.
- Engage with the SENCO, as well as colleagues, to play an active role in monitoring, evaluating, assessing and reporting on the needs of specific pupils and their short and long term learning goals.
- Active role in planning, organising and implementation of aspects of the Educational Health and Care Plan (EHCP) under the guidance and leadership of the SENCO.
- Ensure all written and electronic records and reports are accurate, comprehensive and timely.

Other responsibilities

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school in line with reporting policies and procedures.
- Supervise children during break and lunchtime, as required.
- Identify and pursue opportunities to learn, develop and share best practice.
- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities.
- Have high expectations of behaviour, promoting self-control and independence for

all children, working within our behaviour policy.

- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall vision and values of Stour Vale Academy Trust.
- Attend and participate in meetings, training and other learning activities and performance development as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.



Personnel Specification



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No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	Holding HLTA status or appropriate Level 4 qualification or above	◆	
2.	NVQ level 2 (or equivalent) in Maths and English (or equivalent).	◆	
3.	Other relevant specialist training.		◆
EXPERIENCE			
4.	Experience of working as a Teaching Assistant.	◆	
5.	Training or expertise in a relevant curriculum or other learning area.	◆	
6.	Experience of working with children across the range of ages served by the school.	◆	
7.	Experience of working with children who have specific special / EAL needs and challenging behaviour.	◆	
8.	Experience of running intervention programmes.		◆
ABILITIES, SKILLS & KNOWLEDGE			
9.	Able to undertake specified work with individuals, groups and whole classes.	◆	
10.	Able to plan, prepare and deliver specified learning activities to individuals, groups and/or classes, modifying and adapting activities as necessary.	◆	

11.	Able to use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.	◆	
12.	Able to provide specialist support e.g. SEN, EAL or in a particular learning area.	◆	
13.	Able to organise and implementing individualised development plans for pupils e.g. IEPs.	◆	
14.	Able to contribute to development of EHCPs for individual pupils.	◆	
15.	May provide short term cover supervision of classes.	◆	
16.	IT and keyboard skills to allow recording and reporting on the development, progress and attainment of pupils.	◆	
17.	Able to communicate at all levels both verbally and in writing.	◆	
18.	Able to work calmly and efficiently under pressure.	◆	
19.	Able to manage staff.		◆
PERSONAL QUALITIES			
20.	Ability to relate well to adults and pupils.	◆	
21.	Able to work constructively as part of a team and provide leadership where appropriate.	◆	
22.	Ability to organise self and others.	◆	
23.	A calm, positive nature and able to adapt quickly.	◆	
24.	A good understating of own development needs.	◆	
25.	Commitment to developing self.	◆	
26.	Able to demonstrate leadership and management skills.		◆
27.	Commitment to safeguarding and promoting the welfare of children and young people.	◆	
28.	Genuine respect for others and desire for equality of opportunity and diversity.	◆	
29.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these.	◆	
30.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise.	◆	
31.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust.	◆	



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CONTACT US

For informal talks please contact: Alison Barratt
sbm@holywell.worcs.sch.uk

Telephone: 0121 4537829

Please visit our website: <http://www.svat.org.uk/>