

HLTA at Northbrook Primary Academy



Dear Applicant,

Thank you for taking the time to explore this opportunity with us at Endeavour Learning Trust.

Finding the right place to work means discovering somewhere you feel you truly belong. As you read through this pack, I hope you get a sense of what makes our Trust special: a community of people who care deeply about one another, about the children and families we serve, and about doing this work in a way that feels human, respectful, and full of purpose.

At Endeavour, we are proud of the diversity across our schools. We want people to feel they belong here and to bring their whole selves to work, with all their individuality, experience, and perspective. We believe that approach strengthens us as a Trust and enriches the lives of our children and young people.

We are a growing family of schools across the North West. Each school has its own identity and context, and that matters to us. What connects us is a shared commitment to inclusion, kindness, and ambition for every child. We believe deeply that education should recognise each child as an individual. Every child matters, every colleague matters, and every school matters.

Collaboration sits at the heart of how we work, but it is grounded in trust and respect rather than uniformity. It is about supporting one another, learning together, and knowing you are part of something bigger. Just as importantly, we place real emphasis on looking after our people. We want every colleague to feel supported, trusted, and able to grow both professionally and personally.

If you are someone who wants to make a difference, values community, and is looking for a place where you can be yourself and continue to grow, I hope you will feel at home here.

Thank you again for your interest in joining us. We look forward to receiving your application.

Warmest regards,

A handwritten signature in dark ink, appearing to read 'DLC', with a stylized, cursive flourish extending to the right.

David Clayton
Chief Executive
Endeavour Learning Trust

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Together

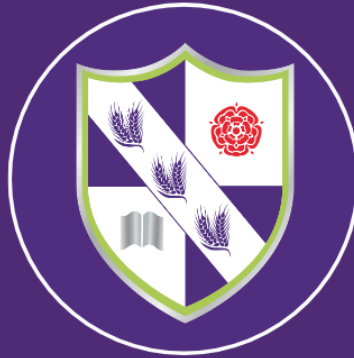
We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



LINAKER PRIMARY SCHOOL



CHURCHTOWN PRIMARY SCHOOL



TARLETON ACADEMY



NORTHBROOK PRIMARY ACADEMY



WOODLEA JUNIOR SCHOOL



ENDEAVOUR LEARNING TRUST



ORMSKIRK SCHOOL



BURCOUGH PRIORY ACADEMY



WELLFIELD ACADEMY



STRIKE LANE PRIMARY SCHOOL



BRINDLE GREGSON LANE PRIMARY

Our Employee Offer



Health & Wellbeing services that offer private Counselling, Physiotherapy, GP services & more.



Free membership with Vivup, offering Employee Benefits, Lifestyle Savings & a Cycle to Work Scheme



Enhanced family leave benefits & pay, to offer you support at life's most important moments



Automatic pay progression for all colleagues in line with their grading structure



An excellent CPD Offer for all colleagues to truly support each stage of your professional development



An excellent Learning Management System & flexibility around your CPD, to allow you to learn at your own pace



Term time only contracts OR 26 days annual leave PLUS bank holidays. rising to 32 days after 5 years service



Honouring continuous service with other local authorities & Multi Academy Trusts



We remain in the Teachers Pension Scheme and Local Government Pension Scheme

HLTA, full time equivalent, starting September 2026
Permanent, Term time only (plus INSET)
Working hours 37: 8:30am-4:30pm, Grade 7 (19-25)

We are delighted to offer the opportunity for a Higher-Level Teaching Assistant to join our caring and ambitious staff team here at Northbrook Primary Academy, working as a Teaching Assistant in the morning and HLTA in the afternoon covering PPA and release time. You will cover absences in the first instance and additionally deliver extra curricular activities to our children.

All of our staff at Northbrook are ambitious for our children and are driven to ensure that they receive the very best education possible, in a calm, supportive and inspiring environment. We are leaving no stone unturned in our drive to raise standards and to provide all our pupils with the experiences and outcomes they deserve.

We are looking for a dedicated and experienced practitioner. You will plan and deliver high-quality learning experiences tailored to whole class, groups meeting individual needs. You will also support with the assessment of pupils, developing resources and the learning environment.

Our core aim is to provide children with the skills, knowledge, attitudes and confidence necessary to make informed choices for themselves and to become independent, resilient learners. We pride ourselves in our high expectations, consistency across the whole school and engaging lessons for all. Our children at Northbrook will experience a broad range of learning opportunities that promote academic progress, personal growth and emotional well-being.

This position is full time, permanent and term time only plus inset days. Working 37 hours per week Monday to Friday 8:30am until 4.30pm.

HOW TO APPLY

To apply, please complete our online application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Northbrook Primary Academy.

We ***strongly recommend*** that you contact the school to arrange a visit to Northbrook.

Applications should be submitted by 9am, Tuesday 9th June. Longlisting will take place that same day.

You will be invited for a lesson observation week beginning 15th June and further shortlisting will take place following this. Successful candidates at this stage will be invited for an interview on Wednesday 24th June.

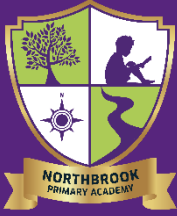
If you require any further information, please contact our Operations Manager, e.borg@northbrookpa.org, 01772 421 599.

SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



HLTA

To work alongside the class teachers in a collaborative way.

To meet the personal, social and curriculum related needs of pupils, and to establish positive, supportive, and constructive relationships with pupils, parents and carers.

To plan and deliver lessons to children across the school.

To cover PPA and release time across Key Stage 2.

To cover absences in the first instance.

Will assist with the planning, delivery and evaluation of the curriculum and its adaptation.

Support for Children

To work collaboratively with teachers in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to adapt curriculum content according to the needs of pupils.

To plan and implement intervention programmes with individuals or groups appropriate to the developmental needs of children

To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils

To supervise work that has been set in accordance with the school policy

To manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.

To assist in the devising of pupil's individual targets and their monitoring and review

To develop positive relationships with pupils and staff to assist pupil progress and attainment.

To deal with any immediate problems or emergencies according to the school's policies and procedures

To report back as appropriate on the progress of students during the class and any issues arising.

To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)

Support for Class Teachers

To undertake classroom administrative tasks including the maintenance of records.

To provide ideas, resources and learning strategies for lessons

To liaise with parents, carers and outside agencies, where appropriate.

Undertake marking of pupils work and recording of achievement.

Administer tests and assist in the invigilation of exams.

Assist in the supervision of children on trips/visits.

Support for the School

To assist in providing a purposeful, orderly and supportive environment for learning.

To support the promotion of positive relationships with parents, carers and outside agencies.

To work within school policies and procedures.

To attend staff training/meetings as appropriate.

To take care for their own and other people's health and safety.

To liaise with the School's appropriate person with regard to the ordering supplies and equipment

Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.

To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

To be familiar with the content of the school curriculum.

To assist in the delivery of appropriate programmes of work.

To be aware of the confidential nature of issues

To support the use of ICT in learning activities

Corporate Responsibilities

To follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.

Playing a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.

Actively promoting school policies and procedures.

Responsibility for own continued professional development.

Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.

To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.

Attending meetings scheduled in the school calendar punctually.

Adhering to the School's Safeguarding Policy.

PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
HLTA or NVQ Level 3 or equivalent qualification (or the willingness to work towards)	E	AF
Ability to make effective use of ICT	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
Professional development relevant to the post	E	AF
Experience with the Microsoft Office suite particularly Excel and Word	E	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with children in Key Stage 2	E	AF/I
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of covering classes	E	AF/I
Experience of working in a relevant classroom environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
Experience of planning and delivery of wider curriculum subjects	E	AF / I
Experience of delivering extra-curricular activities	E	AF / I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to operate at a level of understanding and competence equivalent to NVQ level 3 standard	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy	E	AF/1

Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Have excellent time management skills	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF/I
Evidence of demonstrating discretion and confidentiality	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
To be willing to undertake first aid training & manual handling training	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I