



April 2026



Job Title:	<b>HLTA</b>
Accountable to:	<b>Assistant Headteacher</b>
Salary:	<b>The Good Shepherd Trust support staff scale E1 - E5</b> £26,293 - £30,131 pa FTE, £18,574 – £21,285 actual dependent on experience
Contract terms:	30 hours per week. Term time only

**JOB PURPOSE**

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils’ independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

**DUTIES AND RESPONSIBILITIES**

The tasks below serve to indicate the range of responsibilities. However, it is not an exclusive or exhaustive list and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

**Teaching and Learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential.
- Use effective behaviour management strategies consistently in line with the school’s policy and procedures.
- Support class teachers with managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Supervise a class if the teacher is temporarily unavailable.
- To cover and lead class teaching (under supervision) as and when appropriate.
- Read and understand lesson plans shared prior to lessons, if available.

**Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.

- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

### **Other Duties**

- Be aware of and comply with school policies relating to Safeguarding, child protection, health and safety, confidentiality and data protection.
- Deal with minor problems and first aid.
- Report persistent or serious issues to SLT/Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up.
- Work with the Sports Lead and AHT to identify any training and development needs, and actively seek out CPD opportunities as required by the school.

### **OTHER INFORMATION**

- The job holder will need to participate in and, when appropriate, lead staff training where required.
- Undertake any other duties as requested by the Head Teacher.

### **PERKS AND BENEFITS:**

- A supportive and strong Senior Leadership Team that leads the school with clear goals.
- Flexible hours
- An Employee Assistance Programme (Vivup) offering confidential support 24 hours a day, 7 days a week, cycle to work, lifestyle savings program
- Free places at Breakfast Club for any children that attend Ashley, during working hours.
- Free teas and coffees during breaks.

### **Safeguarding Statement:**

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

### **Person Specification – HLTA**

	Essential	Desirable
<b>General</b>		
A qualification in English and Maths equivalent to a GCSE A-C / 4 or above.	*	
Qualification in first aid		*
<b>Experience</b>		

Experience of working with children across the primary age range	*	
Experience of delivering learning activities	*	
Working in accordance with school policies and procedures	*	
<b>Knowledge and Skills</b>		
High standard of spoken and written English	*	
Good organisational skills	*	
An understanding of the National Curriculum		*
Knowledge of how to successfully lead learning activities for a group or class of children	*	
Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice		*
<b>Personal Qualities</b>		
A positive attitude to work and promoting the ethos and values of the school	*	
Excellent time management and organisational skills.	*	
Sensitivity and understanding, to help build good relationships with pupils	*	
High expectations for pupil behaviour	*	
The ability to maintain positive and professional working relationships with all school stakeholders	*	
Commitment to maintaining confidentiality at all times	*	