

Appointment of Higher Level Teaching Assistant

Reports to:	Headteacher
Location:	Conway Primary School, Birmingham, B11 1NS
Contract:	Fixed term until 31/08/2027
Pattern:	Term-time only, 36.5 hours a week. To start September 2026.
Closing date:	9am, 5th June 2026
Interviews:	w/c 8th June 2026
Salary:	Grade C, £35,412 - £44,075 pro rata

We are looking for an HLTA to start September 2026. This will be a fixed term contract for 12 months.

You will be based in our enhanced provision working with children with SEND, working closely with the SENDCo. This is a full time post. The appointment is fixed term and will continue until at least 31st August 2027, so long as funding is available to support the post covered by this contract. There is potential for the contract to extend past 31st August 2027, subject to funding.

Conway is a 2 form entry primary school in the heart of Birmingham serving the local areas of Sparkbrook, Sparkhill, Hall Green and further afield. Pupils join us from the age of 3 and leave us at the age of 11 having built the stepping stones to enable them to achieve their dreams. Staff at the school have a wealth of experience, many of them having taught at Conway for many years and so understand the community and work tirelessly to meet the needs of the children.

About the role:

- To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines
- To use direct short-term intervention strategies effectively
- Follow and actively promote the school's vision and values
- Provide intimate and personal care to children where appropriate

You will have a proven record of:

- Working closely with SEND pupils
- Understanding of the curriculum and pastoral needs of primary aged children
- Working effectively, flexibly and independently

You will be:

- Confident in using a range of behaviour management skills
- Enthusiastic, approachable and friendly

How to Apply:

For more information about the role please contact Ann Bowater, Senior Office Manager on **0121 6750622** or by email at officeemail@conway.create.org.uk School visits or discussions prior to application are warmly welcomed. Apply online via MyNewTerm here - <https://mynewterm.com/jobs/143086/EDV-2026-CPS-89047> by 9am on 5th June 2026 (no CVs please).

Create Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Online searches are carried out on all shortlisted candidates for positions at Create Partnership Trust. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the candidate at interview.

Please find a link to our safeguarding policy <https://www.create.org.uk/governance/policies-documents> you are encouraged to read this policy prior to applying to work with us.