



HLTA

Candidate Recruitment
Information Pack - July 2026

LETTER TO APPLICANTS

Thank you for your interest in the staff team at The Wherry School in Norwich.

This is both an exciting and challenging role, being part of the staff team at this ASD Specialist School for young people from the age of 4 to 19. The successful candidates will play an integral role alongside the Teaching Staff, CEO, Executive Principals and Trustees to be part of an outstanding staff team working to support this vulnerable group of learners. The staff in our school all play a key role in supporting the planning and personalising curriculum learning for the children and young people in their care, designing the classroom environment alongside the learners and being part of the team working closely with parents/carers, health agencies, and the other professionals working within the school.

If you require any further information regarding The Wherry School, please do visit our school website or contact Dani Williams or Kevin Holland, Executive Principals, c/o office@thewherryschool.co.uk.

We look forward to receiving your application.

Michael Rosen
(Chair of Governors - The Wherry School Trust)

Information for Candidates

We are seeking to appoint an HLTA to join the Primary Department at The Wherry School from September 2026. Ideally with experience of working with pupils with Autism, the successful candidate will have experience of using play based approaches to support learning. We are looking for someone with a passion or qualification in creative arts and/or Music. They will have total commitment to the vision of the school and support the Executive Principals and Senior Leadership Team.

Procedure for Application

We hope that you find the information useful and are interested in applying for an HLTA post at The Wherry School.

To apply for this position and view all of the information relating to this vacancy please go to our My New Term Page where you will be able to apply for this role. All applications must go via this platform.

- The closing date for applications is 12 noon – Tuesday, 14th July.

CVs will not be accepted – application by completion of a fully completed application form. If you would like this pack in larger print or in a different language, please contact us at office@thewherryschool.co.uk and we will do our best to help.

The Post

Post title:	HLTA
Grade:	Norfolk Scale Grade F – points 13 - 17 £29,064 - £31,022 per annum fte dependant on qualifications and experience.
Reporting to:	Class Teacher/Phase Leader
Purpose:	To work independently providing Preparation, Planning and Assessment (PPA) and/or Leadership cover To work collaboratively with class teachers to plan, teach and assess an exciting curriculum so all pupils individual needs are met and may achieve success in line with the school vision, ethos and aims The HLTA will be responsible to the Primary Phase Leader, Deputy Headteacher and Executive principals as well as the wider SLT at The Wherry School.
Responsible for:	<p>Teaching and learning</p> <ul style="list-style-type: none"> ● 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. ● Work with children using Positive Behaviour Support and Unconditional Positive Regard, consistently in line with the school's policy and procedures. ● Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment. ● Undertake any other relevant duties given by the class teacher. ● Direct the work, where relevant, of other adults in supporting learning. <p>Planning</p> <ul style="list-style-type: none"> ● Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. ● Read and understand lesson plans shared prior to lessons, if available. ● Prepare the classroom for lessons. ● Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities. ● Use allocated time to devise clearly structured activities that interest and motivate learners, and advance their learning. ● Plan how they will support the inclusion of pupils in the learning activities. ● Direct the work, where relevant, of other adults in supporting learning. <p>Working with colleagues and other relevant professionals</p> <ul style="list-style-type: none"> ● Communicate effectively with other staff members and pupils, and with parents and carers, under the direction of the class teacher and/or Phase Leader. ● Communicate their knowledge and understanding of pupils to other school staff and education professionals, so that informed decision making can take place on intervention and provision.

	<ul style="list-style-type: none"> ● With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with. ● Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including the commissioned clinical team. ● Develop effective professional relationships with colleagues. <p>Health and safety</p> <ul style="list-style-type: none"> ● Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education, and our school's Safeguarding and Health and Safety Policies. <p>Professional development</p> <ul style="list-style-type: none"> ● Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness. ● Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school. ● Take part in the school's appraisal procedures. <p>Personal and professional conduct</p> <ul style="list-style-type: none"> ● Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school. ● Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality. ● Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community. ● Respect individual differences and cultural diversity. ● Keep up to date with emails and any correspondences regarding the school. <p>The HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Executive Principals or line manager. This job description may be amended at any time in consultation with the postholder.</p>
<p>Liaising with:</p>	<p>To take part in relevant liaison activities such as Open Evenings, review days and liaison activities with partner schools as required.</p> <p>To contribute and attend sessions which enhance links with other schools, agencies etc. to support the development of the curriculum and pastoral support for children and young people</p>

Disclosure level:	Enhanced