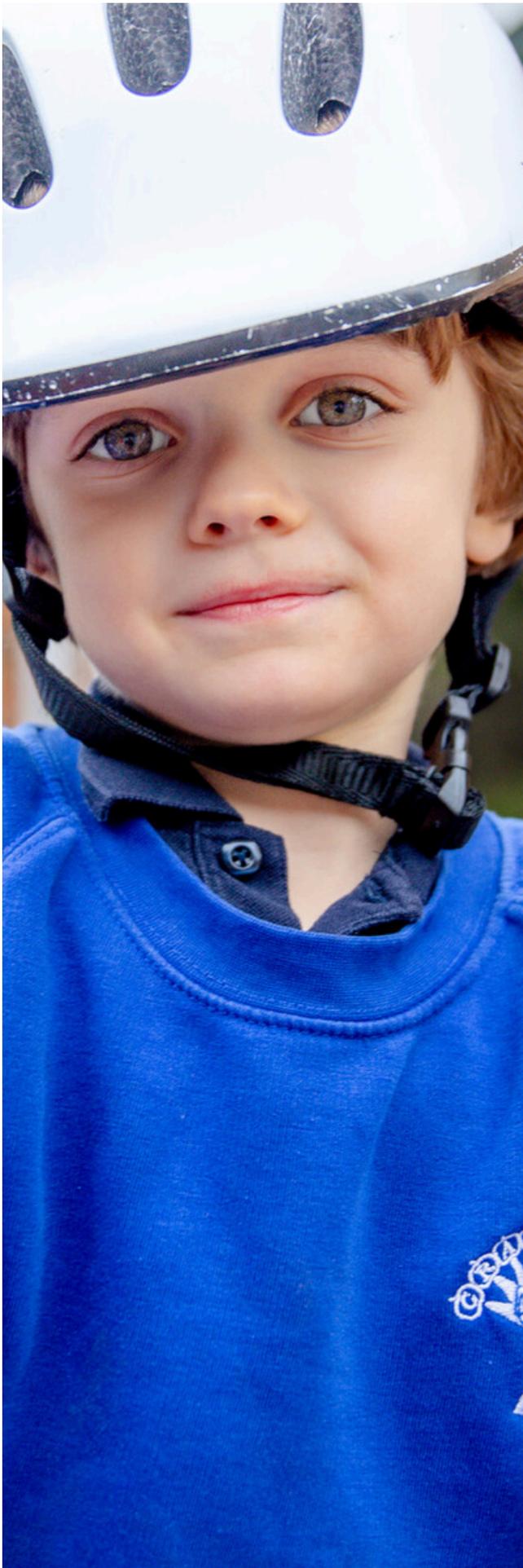


Higher Level Teaching Assistant Recruitment Pack





WELCOME

Are you looking to make a difference? Are you passionate about teaching and giving every child the very best start in their learning journey?

We are looking for a dynamic, inspirational EYFS HLTA to join the Crabtree team.

This is a full time role, to start Tuesday, 1 September 2026.

The successful candidate will be confident, creative and caring, will share our high expectations and be able to engage and motivate our pupils to ensure progress for all.

CRABTREE INFANTS' SCHOOL

We offer every child a well-rounded education. We focus on the 'whole child' and love watching children grow, personally, socially and academically. We are very proud of our high-quality teaching and excellent pastoral care.

We are an inclusive school and, as such, see all children as having the right to succeed. Every child should have an opportunity to reach their own unique goals and follow their dreams.



“This is a school where all pupils, including children in the early years, can flourish. Pupils know that all adults at the school want the very best for them and their learning.

The inclusive, calm and harmonious environment helps pupils to thrive. The school is aspirational. Pupils develop highly positive attitudes to their learning right from the start.”

~ Ofsted, February 2024

Kindness
Gratitude
Integrity
Compassion
Courage

KEY INFORMATION

Age range:

4 - 7

Location:

Harpenden, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

180

Children eligible for FSM:

2.2%

Ofsted:

Outstanding, February 2024



“Pupils arrive each day full of smiles and eager to start their learning. Behaviour is exemplary during lessons, around the school and in the playground. Pupils know and model the school values at all times. Pupils are overwhelmingly happy at school.”

~ Ofsted, February 2024

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



17

Schools

*All Good,
Outstanding or
Expected Standard+*

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	●●●●●●●● (2025)
13. Watchlytes	Hertfordshire	2022	●●●●●●●● (2025)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



“

Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Overall Purpose of the Post

To work alongside the team in EYFS. To work collaboratively with class teachers to plan, teach and assess an innovative curriculum so all pupils, including pupils with special educational needs and disabilities, may achieve success in line with the school vision, ethos and aims. This role will also involve supervising pupils at lunchtime both in the dining room and outside on the playground / field.

Main Duties and Responsibilities

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SLT and class teachers to fulfill the following responsibilities:

- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of cover provision according to the cover timetable. Also to provide short-term cover within EYFS in response to teacher absence.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers.
- Organise and safely manage the appropriate learning environment and resources.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and / or group needs.
- Promote and support the inclusion of all pupils, including those with specific needs, both in the classroom as part of first-quality teaching and through intervention work.
- Use positive behaviour management strategies in line with the school's policy and procedures to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others.

JOB DESCRIPTION

- Provide information relating to pupil progress for parents and carers, teachers and senior leaders upon request and to contribute to assigned pupils' annual reports at the request of the pupils' class teachers and SLT.
- Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.

HLTAs in this role may also undertake some or all of the following:

- Record basic pupil data.
- Support children's learning through play.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate tests.
- Adhere to school policies and procedures relating to safeguarding, particularly the Child Protection Policy, Safeguarding Policy, Supporting Children with Medical Needs Policy, Health and Safety Policy and the School Positive Behaviour Policy.
- When teaching whole classes, if available deploy teaching assistants and learning support assistants confidently and effectively to best support the academic and behavioural needs of pupils in the class or group.
- Attend all briefings, focus meetings and training days, along with sharing good practice with members of staff as part of the commitment to own and others' professional development.



JOB DESCRIPTION

All staff will:

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy / procedures.
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management / appraisal.
- Promote positive attitudes and behaviour.
- Be committed to achieving the Trust values.
- Promote the Trust in the community.
- Work in partnership with all colleagues including the Trust Board / LGBs.
- Support Codes of Professional Ethics / Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy / practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to:

- Comply with any reasonable request from those in a position of authority to undertake work of a similar level that is not specified in this job description.
- Work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.

PERSON SPECIFICATION

Knowledge and Skills	Competencies
Experience of Working in an Early Years setting (Eg: TA or practitioner in nursery, preschool or Reception class) (E)	Communication (written and verbal)
Ability to provide and deliver learning activities for whole classes of pupils (E)	Problem solving
NVQ Level 3 and / or GCSE Maths and English (equivalent) (E)	Team working
Basic knowledge of ICT (E)	Active listening
Awareness of health, wellbeing and safety (E)	Motivation
Awareness of KCSIE (E)	Resilience
Awareness of data protection and confidentiality (E)	Sensitivity
Previous experience of working with children with SEND (D)	
Good knowledge of social, emotional, mental health issues and intervention programmes (D)	
An awareness and understanding of ASD, ADHD and Attachment (D)	
Good knowledge of speech and language interventions (D)	
First Aid (D)	
Understanding of the school's ethos and values (D)	

DETAILS AND TIMELINE

Contract Type:

Permanent, Full-Time

Salary:

£25,989 - £27,254 (FTE)

Closing Date:

11 April 2026

Start Date:

1 September 2026

Our Policies:



[Privacy Notice](#)



[Code of Conduct](#)



[Recruitment](#)



[Safeguarding](#)

Crabtree Infants' School is dedicated to safeguarding and promoting the welfare of our children. We expect all staff and volunteers in our school to share this commitment. Therefore, this post is subject to an enhanced DBS check.

Crabtree Infants' School is also committed to equality of opportunity.

Visits to the school are welcome. Please get in touch to arrange a visit or speak with the Headteacher:

01582 623597
admin@crabtreeinfants.herts.sch.uk

