



THE
PEOPLE'S
LEARNING TRUST

INCLUSION SUPPORT (HLTA)

RECRUITMENT PACK

WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust. Our strategies include:

- increasing the number of academies rated outstanding by Ofsted;
- providing robust support and challenge to schools for rapid improvement;
- diminishing attainment gaps between student groups to achieve whole school success.

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

Our commitment to excellence:

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the motto of Everton Football Club, "Nil Satis Nisi Optimum".

Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.



Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

Our Mission:

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, a caring environment and relationships, fostering a supportive and inclusive atmosphere.

Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.



ABOUT THE PEOPLE'S LEARNING TRUST

The newly formed People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with our Founder Schools and all stakeholders to establish the core values that underpin our Trust. We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.





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THE ROLE SUMMARY

At Waterside Academy, part of The People's Learning Trust we are passionate about all pupil's education and determined to make a real difference to the lives of these pupils. Our school aims to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties by responding to learners in ways which take account of their varied life experiences and needs.

The role of the Inclusion Worker (HLTA) will be mainly to support the teaching and learning of the pupils in the Inclusion Base. Working alongside the Classroom teacher and Teaching Assistant.

Salary: NJC Scale (Point 12-19) £27,711 - £31,067 (Pro rata for term time only)

Contract: Full time, permanent, term time only

Location: Dale Acre Drive

Accountable to: Deputy Headteachers and Headteacher

Start date: As soon as possible



INCLUSION SUPPORT (HLTA): JOB DESCRIPTION

Key Accountabilities (and specific duties / responsibilities).

- To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment.
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning.
- Enabling access to learning for all pupils and assistance and support in classroom management and behaviour techniques.
- Promote inclusion and acceptance of all pupils.
- To continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.
- Assist with lunchtime and after school supervision as appropriate.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Develop and implement individual learning plans.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- Production of lesson plans, worksheets, learning objectives, etc, within agreed system of supervision.
- Assist with the display of children's work.
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.

Support for the Curriculum

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEN specialism.
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.

Support for the School

- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Participate in training and other learning activities as required.
- Establish own best practice and lead specialist area and use to support others
- Assist with the planning of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake such duties as may be reasonably expected within the scope and grading for the post.



PERSON SPECIFICATION

Qualifications:

- Level 2 qualification in Numeracy/Maths and Literacy/English or equivalent qualification.
- NVQ Level 3 or equivalent in teaching assistance

Skills:

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities.
- Ability to build and maintain effective working relationships with all pupils and colleagues.
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate
- Ability to adapt own approach in accordance with pupil needs
- Ability to continually develop and extend own working practices
- Excellent personal numeracy and literacy skills

Knowledge & Understanding:

- Advanced understanding of national curriculum and other learning programmes.
- Understanding of principles of child development, learning styles and independent learning.
- Experience of working with children in an educational setting (within specified age range/subject area).
- Working knowledge of relevant policies/codes of practice/legislation.
- Understanding of statutory frameworks relating to teaching and learning.
- Understanding of inclusion, especially within a school setting.
- Experience of resources preparation to support learning programmes
- Effective use of ICT to support learning

HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.





Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Elaine Oliver, School Business Manager, finance@watersideacademy.co.uk

SUBMITTING YOUR APPLICATION

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to Elaine Oliver, School Business Manager at finance@watersideacademy.co.uk

Closing date for applications is Friday 11th September 2026 at 3pm.

Interviews:

TBC

DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.



