



ATHENA
LEARNING TRUST

Higher Level Teaching Assistant

Applicant Pack

Closing date:

6th July 2026

Interview date:

9th July 2026



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Higher Level Teaching Assistant
School Base:	Launceston Primary School
Closing Date:	06/07/2026
Interview Date:	09/06/2026
Vacancy Start Date:	03/09/2026
Contract Type:	Fixed Term until 23/07/2027
Salary:	£13.45 - 13.97 ph



Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Benefits: Enjoy access to various discounts, benefits, and rewards to enhance your lifestyle.

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

Flexibility

flexible working to promote work-life balance where possible



Why working at our school is so amazing

A joyful, inclusive culture: Our school is a truly joyful place to work where everyone is valued, heard, and included. We are incredibly proud of our open, welcoming culture—there are no closed circles here, just a tight-knit team that actively supports one another and loves working together. Staff feel genuinely trusted, highly valued, and part of something deeply positive.

Our values in action:

We are a school that truly lives its values every single day. With our children, we focus on three key principles: challenge yourself, don't give up, and be kind. These are at the absolute heart of everything we do. For our staff, we go even further, focusing on three additional principles that guide our professional lives:

Commitment: Striving to continually improve through meaningful collaboration. We do this not because we are not good enough, but because we believe we can always get better together.

Connection: Building genuine, warm relationships with children, families, and the wider community, inspired by the belief that strong relationships are the foundation of all learning.

Make a Difference: Focusing on real, tangible impact rather than just ticking boxes. We look out especially for children who sometimes fall behind, firmly believing that SEND, EAL, and disadvantaged children can and should succeed in the exact same way as their peers. We constantly reflect on how best to make that happen.

Who would suit these roles?

We believe that talent, commitment, and alignment with our values matter far more than a specific background. Because of the unique structure and supportive nature of our team, both of these roles could suit a wide variety of pathways:

A qualified teacher wishing to step back from full teaching or planning commitments while remaining impactful in the classroom.

An ECT (Early Career Teacher) who hasn't yet secured a permanent role and wants to gain excellent, hands-on classroom experience.

A career changer with strong qualifications who may not have a background in education yet, but possesses a passion for working with children and a drive to learn quickly.

A current TA or HLTA looking for a positive change of environment, a fresh school culture, or added experience.

A graduate considering teaching as a future career who wants rich, paid experience in the classroom before committing to a PGCE.

Role Summary

As an Higher Level Teaching Assistant, you will play a pivotal role in ensuring our students receive world class education. You will take a pro-active role in the support of the educational, developmental and social needs of our students.

You will work closely with teachers, school staff and children to ensure that all children receive the support and guidance they need to succeed and go on to lead great lives and will be a key role model for the school.

Part-Time TA / HLTA (Tuesday & Wednesday)

Contract Term: Fixed-term for one academic year. Whilst we hope to be able to renew this role for future years, this will depend on the funding position of the school.

The Role: This is a beautifully collaborative, part-time position appointed as a TA or HLTA depending on your qualifications and experience. You will be working directly opposite an existing colleague who covers Monday, Thursday, and Friday. Because you will share groups of children across the week, a strong ability to communicate effectively with your opposite number will be paramount to ensure seamless continuity for the children.

Key Duties & Opportunities: If you join us as a TA, your primary focus will be teaching targeted small groups (full training will be given). If you join us as an HLTA, your role will expand to include elements of whole-class teaching. To support our school community, all of our TAs assist during lunchtime (paid), and there are also opportunities to support our popular breakfast club and after-school provisions on your working days for additional paid hours

What you will be doing

Build Knowledge

- To teach groups of children on a daily basis, building their knowledge and skills in reading and maths, through the delivery of Read Write Inc phonics and Direct Instruction Maths. (Full training and support will be given)
- To be responsible for whole-class teaching during scheduled PPA and short-term absence cover for teachers, with planning support or pre-prepared plans.
- To assist individuals and groups of children in developing knowledge, skills and attitudes, as directed by the teacher.
- To support individual or small groups of children within a class under the overall control of the teacher.

Build Trust

- To establish supportive relationships with children concerned and to encourage acceptance and inclusion of all children.
- To encourage social integration and individual development of children, developing methods of promoting and reinforcing children's self-esteem.
- To be aware of confidential issues linked to home/child/teacher/school work and to ensure the confidentiality of such sensitive information.
- To have a genuine passion for education, a proactive attitude, and a strong commitment to helping every child reach their full potential, regardless of their start in life.
- To actively contribute to a positive culture of kindness throughout the school, encouraging respectful interactions and fostering a warm, supportive atmosphere where all children and staff feel valued and included.

Prioritisation

- To ensure that you have your taught sessions prepared and resourced prior to teaching them.
- To take into account that some children require more scaffolding to learn as effectively as possible.
- To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
- To ensure that basic classroom materials are available for use.

Clarity and Energy

- To assist with lunch and break time supervision, engaging children in play and encouraging positive experiences and relationships.
- To support the teacher in the organisation and effective running of educational visits and outings, ensuring that risk assessments are followed and that resources are well organised.
- To develop methods of promoting/reinforcing children's self-esteem and promote independence through the development of self-help skills.
- To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- To take an active role in promoting and running after school activities.
- To aspire to have a positive impact on young learners' lives in every interaction and believe that every child has a right to a world class education and that every child can succeed.



What you will be doing

Follow Up

- To take an active role in enhancing your practice through engagement with our supportive feedback mechanisms.
- To assist with the assessment, monitoring and recording of children's progress, health, behaviour and general wellbeing.
- To communicate with teachers and subject leaders about any progress concerns you have around children in the groups you teach.
- To feedback any information (including concerns) regarding the well-being and educational needs of children to the teacher or Principal as appropriate, using the school systems as appropriate.

How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

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 a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

Experience

Essential

- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules.
- Ability to manage multiple tasks, set priorities and meet deadlines
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parent to deliver effective support to students
- Passion for education of children with patience, flexibility and creativity

Desirable

- Read Write Inc experience and/or training.
- Previous experience of working with children with additional needs within a classroom environment or similar
- Experience working with students with diverse backgrounds and learning needs
- Strong ability to work with technology and educational software
- Knowledge of issues relevant to education and child development

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Ready to make a difference with us?

If you are looking for a role where you will feel trusted, thoroughly supported, and genuinely valued, we would love to hear from you. We warmly welcome and encourage school visits from prospective candidates.

Please get in touch with our school office for further details or to arrange a visit.

Apply now

and experience the difference in a rewarding and meaningful career in education.