



ATHENA
LEARNING TRUST

Higher Learning Teaching Assistant

Applicant Pack

Closing date:

13th August 2026

Interview date:

20th August 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:	HLTTA
School Base:	Bideford College
Closing Date:	13/08/2026
Interview Date:	20/08/2026
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£13.45 to £13.97 ph

Bideford College

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



Role Summary

As a Higher Level Teaching Assistant (HLTA), you will play a pivotal role in ensuring our students receive a world-class education. Working under the overall direction of the SENDCo, subject leaders, and classroom teachers, you will support the educational, personal, and social development of students across Key Stages 3 and 4.

In this role, you will deliver targeted interventions for individuals and small groups, support learning within mainstream secondary classrooms, and provide short-term whole-class cover using pre-prepared plans. You will be key in removing barriers to learning, promoting student independence, and preparing young people for post-16 success



What you will be doing

Build Knowledge

- Deliver evidence-informed interventions including, but not limited to; handwriting interventions, social Skills programmes, emotional literacy support (ELSA) where appropriately trained, reading, spelling and vocabulary programmes, numeracy interventions, speech, language and communication programmes as directed, executive functioning and organisation interventions
- Track student attendance, engagement, and progress during intervention sessions using school tracking systems, adapting support using established strategies and providing concise updates for reviews and parents.
- Maintain accurate records of intervention delivery, attendance, progress and outcomes using the school's agreed recording systems.
- The post holder is responsible for his/her own self-development on a continuous basis.

Build Trust

- Establish positive, respectful relationships with students
- Maintain appropriate professional boundaries and complete confidentiality regarding sensitive student, home, and school issues.
- Support students to develop independence, resilience, emotional regulation, communication and social interaction skills, enabling them to participate successfully in all aspects of school life.

Prioritisation

- Deliver and evaluate high-quality interventions for individual students and small groups, adapting provision to meet identified needs and measuring the impact of interventions over time.
- Work flexibly across the Inclusion Team to respond to emerging student needs and contribute to the continuous development of inclusive practice across the school.
- Support students during unstructured times, educational visits and other activities where additional assistance is required.

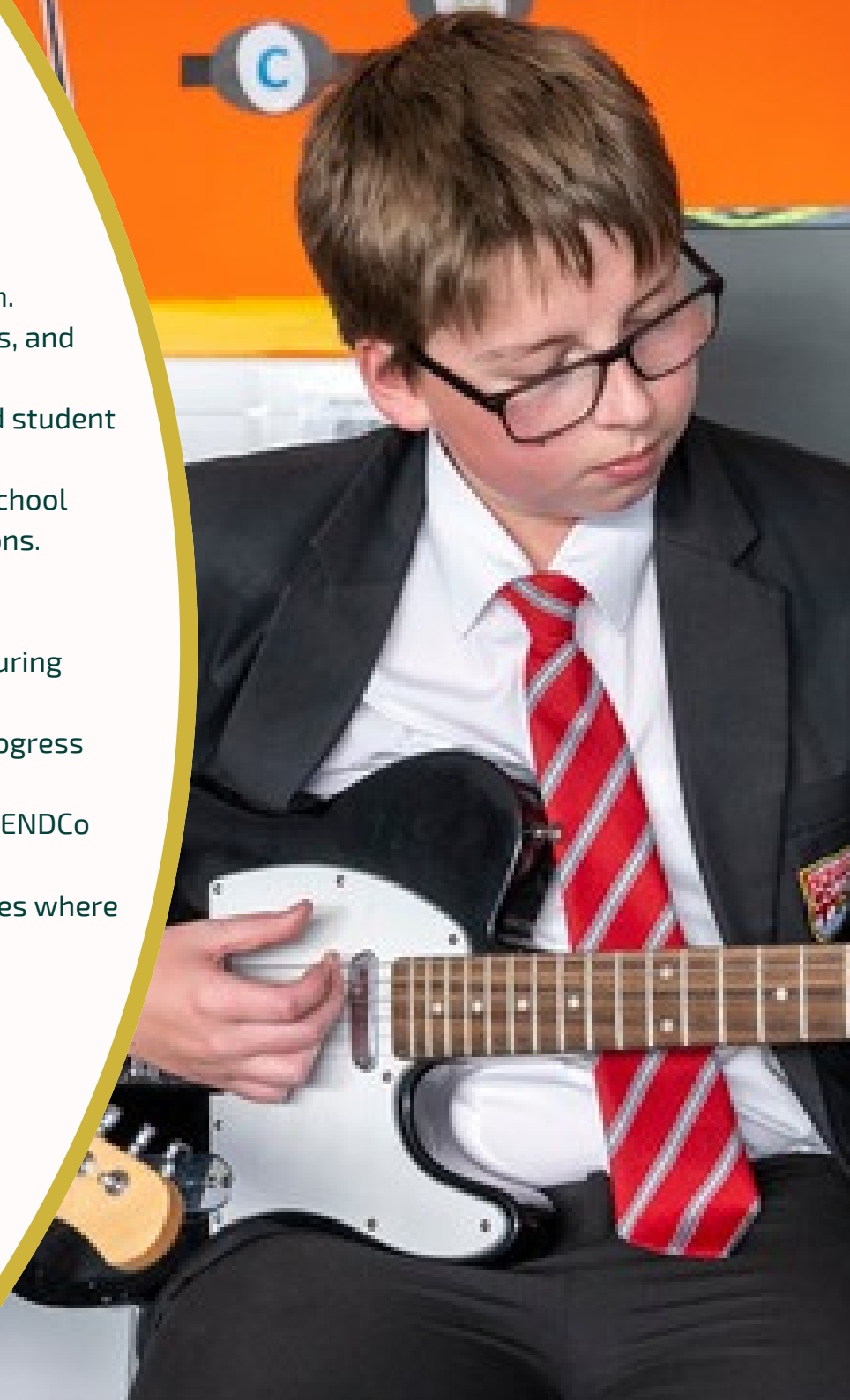
What you will be doing

Clarity and Energy

- Work collaboratively with teachers to ensure reasonable adjustments and recommended strategies are implemented consistently across the curriculum.
- Perform administrative tasks related to intervention tracking, student profiles, and departmental reporting.
- Support classroom teachers in implementing school behaviour strategies and student support plans, promoting inclusion through consistent, adaptive practice.
- Supervise student movement, social spaces, or structured lunchtime/after-school support groups as assigned, encouraging positive conduct and safe interactions.

Follow up

- Update and regularly review student profiles/passports under guidance, ensuring strategies remain relevant for secondary subject classrooms.
- Maintain accurate records of intervention attendance, behaviour logs, and progress metrics using school systems.
- Communicate effectively with class teachers, heads of department, and the SENDCo regarding progress, attendance, or safety concerns.
- Contribute to reviews and meetings with parents, carers, and external agencies where 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
- ECTs (Early Career Teachers) seeking valuable classroom experience.
- Recent graduates interested in exploring a career in secondary education.
- Teachers wanting to stay in education while stepping back from a whole class commitment.
- Career changers, including parents seeking a role with school holidays off (Note: Attendance is required for six inset training days).

Experience

- Excellent communication skills, both oral and written
- Strong organisational and time management skill
- 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

Desirable

- Read Write Inc experience and/or training.
- Previous experience of working with children with complex needs/challenging behaviours 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.

Apply now

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