



St Mary's
CE Primary & Nursery School



HLTA
Recruitment Pack
Closing Date: Tuesday 2nd December 2025



Inspire • Empower • Achieve



Dear Colleague,

In our school, it is important that people are made welcome by all staff. The learning environment, displays pupils' work and the general care of our school should reflect the ethos and values of the staff, governors, pupils, families and communities. Our pupils should reflect on the values and relate them to their own behaviour. We encourage pupils to use values to guide their own actions. The endeavours of the pupils are built upon and extended through their work and play in a school committed to Christian Values.

Our vision is simple - it is for all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

To achieve this we will...

- Teach lessons which ignite curiosity and allow them to experience the feeling of discovery.
- Be role models who instil consideration and encourage them to embrace difference and diversity.
- Provide a safe environment to inspire confidence and support them to shape their own future.

As we are a church school, we take the development of the whole child as seriously as we do their intellectual, artistic and physical development.

We have an established a partnership between parents, governors, staff, children, church and everyone else involved in the life of the school.

We are an open and friendly school where all children are made welcome and made to feel they can succeed. We hope that you will feel welcome to get involved and to contribute whatever you feel able to offer to St Mary's.

For our part, we want you to feel secure and comfortable that we offer a happy and safe learning environment, where your child will make progress academically, creatively, socially, spiritually and physically. We have strong links with RAF Shawbury where many parents come for short-term postings. We believe it is especially important for you to feel that your child will be settled and begin to make progress from the word go.

Any primary school is a special place for all those who work there, encouraging high standards and genuine commitment from all who are involved. We work hard to provide an atmosphere of care, commitment and fun! We feel confident that our delivery of the curriculum at St Mary's, and our whole-school approach to children, meets the needs of all the individuals in the school. And of course, we are ALWAYS looking to improve what we do for the benefit of your children.

Sarah North - Headteacher

Post Title: HLTA - (Higher Level Teaching Assistant)

Reporting to: Sarah North - Headteacher

Salary: £14.82 - £16.08 per hour / £18131.00 - £19668 per annum

Hours: 27.5 hours per week - Monday to Friday - 8:45am-15:15pm - Term time only

Location: St Mary's CE Primary School & Nursery, Shawbury, Shrewsbury, SY4 4JR

Core Purpose of Role:

- Support high-quality teaching and learning by working closely with teachers to deliver planned lessons and learning activities.
- Lead learning activities independently with individuals, small groups, or whole classes when required.
- Contribute to planning by helping prepare lesson resources, adapting materials, and offering insights based on pupils' needs.
- Provide targeted support for pupils with varying abilities, including those with SEND, EAL, or additional barriers to learning.
- Promote positive behaviour and help maintain a safe, inclusive learning environment.
- Assess and record pupil progress, offering feedback to the teacher to inform future planning.
- Support pupil personal development, social skills, confidence, and well-being.
- Work collaboratively with teachers, support staff, and external professionals to meet learners' needs.
- Model good practice in supporting learning to less experienced staff.
- Deliver interventions such as phonics, literacy, numeracy, or social-emotional programmes.
- Differentiate tasks and support access to the curriculum so all pupils can participate meaningfully.
- Provide feedback to pupils that supports progress, motivation, and independence.
- Support the use of educational technology and learning tools to enhance pupil engagement.
- Contribute to safeguarding by being alert to pupil welfare concerns and following school procedures.
- Communicate effectively with parents/carers, when appropriate and directed by teaching staff.
- Support pupils during unstructured times, such as transitions, break/lunch, or off-site activities.
- Participate in professional development to continuously improve practice and stay aligned with school priorities.
- Promote equality, diversity, and inclusion in all interactions and learning activities.

Duties:

- Lead learning activities for individuals, groups, or whole classes under the direction of a teacher.
- Deliver planned lessons in the teacher's absence to maintain continuity of learning.
- Prepare, adapt, and organise lesson materials and resources.
- Support pupils in accessing the curriculum by differentiating activities and scaffolding learning.
- Use a range of strategies to support pupils with SEND, EAL, or additional needs.
- Observe, assess, and record pupil progress, feeding information back to the teacher.
- Provide constructive feedback to pupils to support progress and independence.
- Maintain a purposeful, inclusive, and safe learning environment.

HLTA - Higher Level Teaching Assistant

Management:

- Lead learning activities and manage the classroom in the teacher's absence.
- Coordinate support staff, including guiding Teaching Assistants during group work or interventions.
- Mentor or support new staff, trainee TAs, apprentices, or volunteers.
- Model best practice in behaviour management, learning support, and instructional strategies.
- Provide feedback to teachers on lesson delivery, pupil progress, and support strategies.
- Oversee small groups or intervention programmes, ensuring they run smoothly and effectively.
- Manage pupil behaviour during lessons and unstructured times using agreed school systems.
- Organise learning resources and ensure equipment is used safely and effectively.
- Monitor and record progress from interventions or group sessions, reporting findings to teaching staff or leaders.
- Liaise with staff across year groups, departments, or phases to support consistency in pupil support.
- Contribute to planning and evaluation meetings, offering insights from classroom observations.
- Maintain high standards of health, safety, and safeguarding, ensuring policies are followed.
- Support the implementation of whole-school priorities, such as literacy, behaviour, or inclusion initiatives.

Resources:

- Prepare, organise, and set up resources needed for lessons, activities, and interventions.
- Adapt teaching materials to meet the needs of pupils with different abilities or SEND requirements.
- Create visual aids, displays, and interactive resources to support learning.
- Maintain and manage classroom equipment, ensuring everything is safe, accessible, and ready for use.
- Track and replenish stock of classroom supplies such as stationery, manipulatives, and intervention materials.
- Support the use of ICT resources, including tablets, laptops, interactive whiteboards, and software.
- Organise learning spaces to ensure they are inclusive, tidy, and conducive to learning.
- Develop and update intervention packs or resource folders used for targeted support.
- Ensure resources are used safely and in line with school policies (e.g., science, DT, PE equipment).
- Assist teachers in planning resources, suggesting or sourcing materials that enhance learning.
- Curate and maintain displays that celebrate pupil work and reinforce key curriculum themes.

HLTA - Higher Level Teaching Assistant

Knowledge and Qualifications:

Essential, i.e. the postholder must have:

- **HLTA status (via nationally recognised HLTA assessment) or working towards it.**
- **Level 3 Teaching Assistant qualification or equivalent (e.g., Level 3 Supporting Teaching & Learning).**
- **GCSEs (or equivalent) in English and Maths, typically grade C/4 or above.**
- **Evidence of recent relevant professional development (e.g., safeguarding, behaviour, SEND).**
- **In some settings:**
- **First aid training, or willingness to undertake it.**

Desirable, i.e. the postholder would ideally have:

- **HLTA status fully achieved (if not already essential).**
- **Level 4 or 5 qualifications in education or learning support.**
- **Paediatric First Aid or enhanced first-aid certification.**
- **Safeguarding Level 2 or 3 training.**
- **Additional literacy/numeracy or subject-specific training.**
- **Understanding of specific intervention programmes (e.g., Read Write Inc)**
- **Familiarity with restorative behaviour approaches or coaching techniques.**

Experience:

Essential, i.e. the postholder must have:

- **Experience working in a school or educational setting supporting teaching and learning.**
- **Proven ability to lead learning activities with individuals, groups, or whole classes.**
- **Experience supporting pupils with diverse learning needs, including SEND and varying ability levels.**
- **Experience using behaviour management strategies to maintain a positive learning environment.**
- **Experience adapting resources or activities to improve accessibility and differentiation.**
- **Experience working effectively as part of a team, including teachers and support staff.**
- **Experience following safeguarding procedures and responding appropriately to concerns.**
- **Experience using ICT tools to support learning and classroom organisation**

Desirable, i.e. the postholder would ideally have:

- **Experience designing and delivering specialist interventions (e.g., phonics programmes, reading recovery, maths mastery).**
- **Experience leading or supporting extra-curricular clubs, enrichment activities, or trips.**
- **Experience using school MIS systems, digital learning platforms, or assistive technologies.**
- **Experience working across multiple year groups or key stages.**

HLTA - Higher Level Teaching Assistant

Skills and Personal Qualities:

Essential, i.e. the postholder must have:

- **Strong communication skills (verbal and written) to interact effectively with pupils, teachers, and parents.**
- **Ability to deliver, and evaluate learning activities for individuals, groups, or whole classes.**
- **Effective behaviour management skills to maintain a safe and positive learning environment.**
- **Ability to work collaboratively as part of a team, including teachers, support staff, and external professionals.**
- **Ability to adapt quickly to changes in lesson plans, pupil needs, or school priorities.**
- **Patience, empathy, and understanding to support pupils' individual needs.**
- **Resilience and flexibility to cope with the demands of a busy classroom environment.**
- **Commitment to inclusion, equality, and diversity in supporting all pupils.**
- **Positive attitude and enthusiasm for learning and supporting pupil development.**

Desirable, i.e. the postholder would ideally have:

- **Creative skills to design engaging resources, displays, and learning environments.**
- **Assessment and data analysis skills to evaluate intervention impact.**
- **Inspirational and motivational, able to engage pupils and build confidence.**
- **Commitment to professional development and lifelong learning.**
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Why would an aspirational HLTA join us?

St Mary's

CE Primary & Nursery School

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Shared Services Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Multi-Academy Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing.
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance.
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust.
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard.
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health and Work Commitment and the Education Staff Wellbeing Charter.

Take a look at our employee benefits [HERE](#)



What we can offer you

Mission Statement:

To give our young children the knowledge and skills they need to flourish, succeed and contribute to our world

Vision Statement:

For all our pupils to have high aspirations and to have a wide range of opportunities to develop the knowledge they need to reach their full potential.

School Values: Peace, Empowerment, Ambition, Collaboration, Positivity, Respect and Integrity

Join Empower Multi-Academy Trust - Where People Matter



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



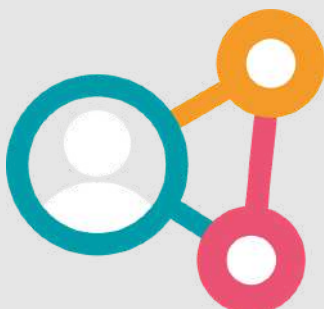
AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.

Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your sustainability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: Tuesday 6th January 2026 12pm

Interviews will be held on: Friday 16th January 2026

Selection Procedure:

Successful candidates will be invited to interview on Friday 16th January 2026.

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment:

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day interview:

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring their qualification certificates.

Appointments are subject to the receipt of satisfaction references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection:

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.

PRIVACY NOTICE - JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- Your name and address.
- Email address and telephone number.
- Date of birth.
- Equal opportunities monitoring information.
- Your nationality and entitlement to work in the UK.
- National insurance number.
- Information about your current salary and benefits.
- Qualifications and skills.
- Work experience and employment history.
- Information about your criminal record.
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation

Who can access your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. The right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority.
 - Direct marketing
 - Processing for scientific / historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

