

Higher Level Teaching Assistant (HLTA)

Candidate Information Pack

Highfield St Matthew's CE Primary



Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All our schools' benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining, and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools' support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health.**



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

About School/Advert

JOB TITLE: Higher Level Teaching Assistant

Salary: NJC Support Staff Salary Pay Scale Point 15 £30,024 per annum, pro rata rising to Scale Point 20 £32,597 per annum, pro rata

Hours: 32 hours per week

Term: Permanent

Contract Type: Term Time

Location: Highfield St Matthew's CE Primary, Billinge Road, Wigan, WN3 6BL

About Highfield St Matthew's CE Primary



Highfield St Matthew's is a happy and harmonious school and was quite rightly judged to be Good in all areas in our most recent Ofsted inspection in March 2023. Our school team is dedicated to ensuring all children are happy, content, hardworking and successful.

The school also had a very successful SIAMS inspection in 2024, and this reflects our ongoing commitment to ensuring the highest possible standards within a Christian environment of love, respect and care. Our bespoke SHINE Curriculum provides a unique and exciting curriculum that is created to suit our children's needs and allow them to excel in all they do. Our best practice has been externally recognised through accredited quality marks in English, Maths, Geography and Science.

As a Primary Academy, we are very proud to be part of Liverpool Diocesan Schools Trust (LDST). LDST is a family of schools that welcomes young people of all faiths and none, working together to provide an excellent education built on distinctly Christian values. We work in a collaborative way with a family of 19 schools in our Trust, and our staff benefit from ongoing training and development to continue to provide the very best standards of education and care.

We are a two-form entry Primary School with Nursery, and our school is attended by approximately 420 children. Our staff know our children and families very well, so even though we are a large school, we very much retain a family and community ethos. We have 14 bright and equipped classes, a large Nursery space plus a fabulous outdoor area for our Early Years children. We also have bright

and attractive libraries in Key Stage 1 and 2 plus a sensory room. Outside we have extensive school grounds including several playgrounds, large school fields, an outdoor gym, trim trails and a MUGA.

We operate our own Before and After School Club Care Facility known as Trinity from a separate building located on the school grounds which is well equipped and homely.

We are proud to have strong and purposeful links with Highfield St Matthew's Church and Wigan West Hub. Revd. Fran and Revd Sam and other clergy come into school regularly to meet with the children and staff, and lead Worship. We also host our own SHINE Worship community in school each fortnight for families to come together, to pray, eat and share.

The ethos within our school is purposeful, calm and happy within a Christian context. We want to work with our parents and carers to achieve success for every child in our care and we highly value your contributions in this process.

Please take some time to look through our school website. Visits to school for prospective candidates are warmly welcomed and encouraged, and we look forward to showing you Highfield St Matthew's CE Primary school in action! Please contact our friendly school office on 01942 747818 or HSTM@LDST.org.uk to make an appointment to visit the school.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: 13/07/2026 at midday**
- **Shortlisting: 13/07/2026**
- **Interviews: w/c 13/07/2026**

Job Description

Title: Higher Level Teaching Assistant

Main Duties of the Role

As a Higher Level Teaching Assistant (HLTA) at our primary school, you will play a vital role in supporting the learning and development of our students. Your main responsibilities will include covering classes in the absence of teachers, ensuring that the learning continues seamlessly. You will also provide valuable support to teachers in planning and delivering lessons, as well as assisting with the assessment and progress tracking of students. Additionally, you will have the opportunity to work with small groups and individual students, providing targeted intervention and support where needed. As an HLTA, you will be a key member of our team, contributing to the overall success and well-being of our school community.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.

Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and 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).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.
- To make home visits as and when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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Person Specification

Area	Essential	Desirable
Qualifications & Professional Learning	Hold relevant qualifications for HLTA Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) Experience of working in a school setting (voluntary or paid).	<ul style="list-style-type: none"> • Experience of teaching in different key stages including EYFS • Evidence of specialism in specific curriculum areas • Willingness to participate in other development and training opportunities • First Aid training/training in specific medical procedures. • Experience of Read Write Inc & phonics teaching • Experience / training in SEND (including ASD)
Knowledge & Understanding	<ul style="list-style-type: none"> • Good numeracy/literacy skills • Ability to observe and monitor progress, and maintain records • Able to maintain confidentiality • Willingness to support additional offsite educational activities • Have good communication and expressive skills. • Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards • Liaise and communicate effectively with others • Demonstrate good organisational skills • Work with an individual or a group • Teach new concepts as agreed with the class teacher • Implement strategies for developing writing, reading, and number skills • Extend children's thinking skills • Assess children's understanding • Discuss with children their understanding of learning objectives; • Suggest ways of developing their learning; • Able to develop good personal relationships within a team • Able to establish and develop positive relationships with parents, governors and the community <p>knowledge and understanding of:</p> <ul style="list-style-type: none"> • Supporting children with Special Educational Needs including Autism 	

	<ul style="list-style-type: none"> • The Primary school curriculum and other basic learning programmes • How to support children in literacy and numeracy • How children learn and how to motivate them • Child development and the ways in which children learn • The roles played by various adults in a child's education • Knowledge of relevant policies/codes of practice and awareness of legislation • Aware of safeguarding procedures and how to provide a safe environment for children 	
Attributes	<ul style="list-style-type: none"> • Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • High personal and professional standards • Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative 	
Equal Opportunities	<ul style="list-style-type: none"> • Demonstrate a commitment to equal opportunities 	

How to Apply

Application Process

The application process for this role is a **3-stage** process:

- Application form completed on MyNewTerm
- Interview
- Observation

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

Please contact our friendly school office on 01942 747818 or HSTM@LDST.org.uk to make an appointment to visit the school.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

- **Closing date: 13/07/2026 at midday**
- **Shortlisting: 13/07/2026**
- **Interviews: w/c 13/07/2026**
- **Start date: 01/09/2026**

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen