



RECRUITMENT PACK

Higher Level Teaching Assistant

CONTENTS

Welcome from Sarah Price, Headteacher 3

Welcome from Chair of the Board of Governors..... 3

Higher Level Teaching Assistant 4

Higher Level Teaching Assistant 5

 Job Description 5

 Job Purpose 5

 Main Duties and Responsibilities 5

Higher Level Teaching Assistant 7

 Person Specification 7

Higher Level Teaching Assistant 10

 How to apply..... 10

WELCOME FROM SARAH PRICE, HEADTEACHER

Dear Applicant,

A very warm welcome to our school. Thank you for your interest in our teaching vacancy.

As Headteacher, I am extremely proud of our school where we are inspired by the life and example of our patron, St Mary Magdalene. We are part of the Burnley community and work in service of our local families. Our school is a welcoming and caring place where children are nurtured and encouraged to flourish. We are delighted that you are considering joining our school community.

We look forward to learning more about your experience, your passion for education and the qualities you could bring to our dedicated team.

Please get in touch to arrange to visit school.

With very best wishes

Mrs S Price
Headteacher

WELCOME FROM CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

A very warm welcome and thank you for considering St Mary Magdalene's RC Primary School.

We are very proud of our school and the wonderful young people and community it serves. It is a place where faith, families and education come together to create a nurturing and inspiring environment for all our pupils. The role of Operations Manager is an exciting opportunity to work as a key member of our leadership team and contribute to the continued growth and success of our school.

We look forward to receiving your application.

Kindest regards

Local Governing Board

JOB ADVERT

HIGHER LEVEL TEACHING ASSISTANT

PERMANENT/ PART TIME 16.25 HOURS PER WEEK, TTO PLUS 1 WEEK

GRADE 7, SCP 19 – 25 £32,061 - £36,363 FTE [£12,219 - £13,859 PRO-RATA]

RESPONSIBLE TO: HEADTEACHER

MAIN LOCATION: ST MARY MAGDALENE'S RC PRIMARY SCHOOL

REQUIRED TO COMMENCE: 1ST SEPTEMBER 2026

St Mary Magdalene's RC Primary School are part of the Romero Catholic Academy Trust. We aim to inspire and challenge the children through our teaching and high expectations and we will also engage the children with the Big Questions of purpose and meaning of life, as created and sustained by God, throughout the curriculum. Our Catholic community involvement is an essential part of our curriculum as we come together with others to celebrate religious events, contribute to global awareness and social justice initiatives.

The Board of Directors of the Romero Catholic Academy Trust, alongside The Governors of St Mary Magdalene's RC Primary School, are seeking to recruit a successful, highly motivated and dynamic candidate to join our team as a Higher level teaching assistant. We have a very close and supportive staff and a staff well-being programme.

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 436880** or enquiries@st-marymagdalenesrc.lancs.sch.uk.

If you wish to apply please do so via the Romero website [Romero Catholic Academy Trust | Vacancies](#) which will take you to My New Term our recruitment platform.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	31 st May 2026
Shortlisting Date	1 st June 2026
Interview Date	5 th June 2026

HIGHER LEVEL TEACHING ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

Under an agreed system of supervision, supporting the qualified teacher as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or short term for whole classes.

The HLTA will contribute to a range of teaching, learning and pastoral activities in areas where they have expertise.

To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

MAIN DUTIES AND RESPONSIBILITIES

Your duties and responsibilities will include:

SUPPORT FOR PUPILS

- To assess the needs of pupils and to differentiate curriculum content to support pupil's learning.
- To develop and implement pupil's individual Education Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks.
- To monitor and record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and achievement.
- To produce lesson plans and worksheet plans.
- To administer pupil work experience where necessary.

SUPPORT FOR SCHOOL

- To organise and manage a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.

- To support the provision of out of school learning activities within guidelines established by the school.
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care of their own and other people's health and safety.
- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction arrangements for all new Teaching Assistants including monitoring arrangements and operation of probationary arrangements.
- To undertake recruitment/appraisal/training/mentoring for other teaching assistants.
- To assist in the identification and delivery of development needs.
- To ensure effective communication arrangements.
- To co-ordinate the utilisation of volunteer helpers.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.

SUPPORT FOR THE CURRICULUM

- To deliver learning activities including literacy and numeracy programmes, to pupils within an agreed system of supervision, adjusting activities in accordance with pupil needs.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interest and language and culture backgrounds.
- To support the use of ICT in learning activities.

HIGHER LEVEL TEACHING ASSISTANT

PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Test (T) Reference (R)
Qualifications and Training		
Recognised and relevant NVQ Level 3 qualification or equivalent	E	A
NVQ level 4 qualification and equivalent	D	A
Level 2 or equivalent qualification in English/Literacy and Mathematics/Numeracy	E	A
HLTA Status	D	A
Knowledge and Experience		
Experience of working with children	E	A
Experience of working in a classroom environment	E	A / I
Experience of Administrative work	D	A / I / R
Experience of supporting pupils with challenging behaviour	E	A / I / R
Staff management experience	D	A / I / R
Skills and Abilities		
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	E	A / I / R
Ability to relate well to children	E	A / I / R
Ability to work as part of a team	E	A / I / R
Good communication skills	E	A / I / R
Ability to relate well to parents/carers	E	A / I / R
Ability to supervise and assist pupils	E	A / I / R
Time management skills	E	A / I / R
Organisational skills	E	A / I / R
Knowledge of classroom roles and responsibilities	E	A / I / R
Knowledge of the concept of confidentiality	E	A / I / R
Administrative skills	D	A / I / R
Knowledge of Foundation Stage/National curriculum	E	A / I / R

Knowledge of numeracy and literacy strategies	E	A / I / R
Ability to make effective use of ICT	E	A / I / R
Ability to assess children's development	E	A / I / R
Ability to plan and deliver work programmes	E	A / I / R
Ability to organise, lead and motivate a team	E	A / I / R
Flexible attitude to work	E	A / I / R
Other		
Commitment to safeguarding and protecting the welfare of children and young people	E	A/I
Commitment to equality and diversity	E	A
Commitment to health and safety	E	A
Essential car user	E	A
Note: We will always consider your references before confirming a job offer in writing		
Prepared by:	HR Team	Date: 05/2026

EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

HIGHER LEVEL TEACHING ASSISTANT

HOW TO APPLY

If you would like to find out more about the position, please contact the Headteacher on **01282 436880** or enquiries@st-marymagdalenesrc.lancs.sch.uk

If you wish to apply please do so via the Romero website [Romero Catholic Academy Trust | Vacancies](#) which will take you to My New Term our recruitment platform.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Closing Date	31 st May 2026
Shortlisting Date	1 st June 2026
Interview Date	5 th June 2026