



HLTA (Pastoral Focus)



Dear Applicant,

Thank you for your interest in the position of HLTA at Woodlea Junior School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West. In our family of schools at this point in our growth, we have four secondary schools and six primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton
Chief Executive

Endeavour Learning Trust's Mission and Values

We will serve our communities to ensure that every child realises their potential

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

Our Values

Individuality

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

People centred

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

Belonging

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

Transformation

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

Togetherness

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**LINAKER PRIMARY
SCHOOL**



**CHURCHTOWN
PRIMARY SCHOOL**



**TARLETON
ACADEMY**



**NORTHBROOK
PRIMARY ACADEMY**



**WOODLEA JUNIOR
SCHOOL**



**ENDEAVOUR
LEARNING TRUST**



**ORMSKIRK
SCHOOL**



**BURSCOUGH
PRIORY ACADEMY**



**WELLFIELD
ACADEMY**



**STRIKE LANE PRIMARY
SCHOOL**



**BRINDLE GREGSON
LANE PRIMARY**

Why join Endeavour?



Fantastic pension schemes:
Teachers Pension Scheme and
Local Government Pension
Scheme



Access to 24/7 SAS
Health & Wellbeing service.
Counselling, Physiotherapy,
Private Medical and more



Free membership with
Vivup Employee Benefits,
Lifestyle Savings &
Cycle to Work Scheme



Automatic pay progression for
both Teaching and Support staff
in line with their grading
structure



Excellent CPD Offer for all
colleagues to truly support each
stage of your professional
development



Enhanced family leave benefits
and pay, to offer support to you
at life's most important
moments



Term time only contracts
OR 26 days annual leave
PLUS bank holidays. 32 days
following 5 years' service



We honour continuous service
with other local authorities or
multi academy trust



Access to our Learning
Management System and
flexibility around CPD to allow
you to learn at your own pace

Dear Applicant,

Thank you for your interest in our vacancy at our school.

I am extremely proud and privileged to be the Headteacher at Woodlea Junior School.

Woodlea Junior School is a place where the school's firmly embedded Core Values are evident at all times; in behaviours, attitudes and in the environment. As a result of these values, our children are happy, safe and secure in a school, where they are encouraged to be themselves, persevere and be successful learners, in all aspects of school life.

Our Ethos at Woodlea, is that we believe children flourish when school and parents work in partnership and we strongly encourage this. Woodlea Junior School has a team of dedicated staff, who strive to give every child the very best start in life; personally, socially and academically and our 'open door' policy reiterates this.

I hope that from our website www.woodleajuniors.co.uk you can see that the information and news provided will give you a thorough insight as to what we are genuinely like. Woodlea is a busy, friendly school, with lots going on. We hope that this recruitment pack gives you a flavour of life at Woodlea!

We warmly invite you to ring the school and visit us at one of our sessions listed below. Visitors to our school always comment as to how friendly, polite and happy our children are. Our children would love the chance to show you around and give you an insight into our school life here at Woodlea.

They and I, along with all members of the school family are extremely proud of our school.

Key Dates

Visits to the school

- 4th September, 2pm
- 8th September, 2pm,
- 16th September, 2pm

Closing date and long listing: 24th September 2026

Lesson observations, after which further shortlisting will take place: week beginning 28th September

Interviews, 9th October

Should you have any questions about the role please do not hesitate in asking, by contacting myself or Charlotte Hellon, Deputy Headteacher.

We look forward to receiving your application.

Yours sincerely,

J L Shorrocks

Jillian Shorrocks

Executive Headteacher

Pastoral Higher Level Teaching Assistant
Full time, Permanent, Term time only (plus INSET)
Grade 6 SCP 19-25
£32,061 to £36,363 FTE
£27,822.73 - £31,556.03 per annum

At an exciting time in the School's and Trust's journey, we are delighted to offer the opportunity for a Higher-Level Teaching Assistant, with a focus on pastoral elements. You would be joining our caring and ambitious staff team here at Woodlea, supporting the SENDCo and family Support Worker in ensuring all children, particularly those with SEND, disadvantage or other barriers to learning, can fully access the curriculum and participate in school life. The post holder will support class teachers, provide classroom support, deliver targeted interventions, undertake whole-class teaching and work closely with staff and families. Once the role is established there may be opportunities to deliver sessions with children at Woodlea Junior School, a local school within Endeavour Learning Trust.

As a HLTA you will cover staff absences in the first instance.

All of our staff at Woodlea are ambitious for our children and are driven to ensure that they receive the very best education possible, in a calm, supportive and inspiring environment. We are leaving no stone unturned in our drive to raise standards and to provide all our pupils with the experiences and outcomes they deserve.

We are looking for a dedicated and experienced practitioner to plan and deliver high-quality learning experiences tailored to whole classes, groups and individual needs. You will support the assessment of pupils, develop resources and contribute to a stimulating learning environment. The role also includes a strong pastoral focus, providing support for vulnerable children, fostering positive relationships with families and helping to remove barriers to learning to ensure every child can thrive both academically and personally.

Our core aim is to provide our children with the skills, knowledge, attitudes and confidence necessary to make informed choices for themselves and to become independent, resilient learners. We pride ourselves in our high expectations, consistency across the whole school and engaging lessons for all. Our children at Woodlea will experience a broad range of learning opportunities that promote academic progress, personal growth and emotional well-being.

This position is full time, permanent and term time only plus INSET days. Attendance at staff meetings is essential to further develop your role and keep you updated with the latest teaching and learning strategies, supporting your own professional development. Working 37 hours per week Monday to Friday, starting at 8:30am

HOW TO APPLY

To apply, please complete our online application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Endeavour Learning Trust.

If you require any further information please contact our Business Manager, Mrs McCourt at c.mccourt@woodleajuniors.org

SAFEGUARDING

Endeavour 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 and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

JOB DESCRIPTION



Pastoral HLTA

As a HLTA you will

- Work alongside the class teachers in a collaborative way.
- Meet the personal, social and curriculum related needs of pupils, and to establish positive, supportive, and constructive relationships with pupils, parents and carers.
- Provide pastoral support for individual pupils and small groups.
- Build positive relationships with students, families and staff.
- Support pupils experiencing social, emotional or mental health challenges.
- Deliver planned lessons to children across the school.
- Cover PPA and release time across the school.
- Cover absences in the first instance.
- Assist with the planning, delivery and evaluation of the curriculum and its adaptation.

Support for Children

- To work collaboratively with teachers in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to adapt curriculum content according to the needs of pupils.
- To plan and implement intervention programmes with individuals or groups appropriate to the developmental needs of children
- To be fully involved in the planning and development of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupils
- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To assist in the devising of pupil's individual targets and their monitoring and review
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To report back as appropriate on the progress of students during the class and any issues arising.
- To take account of information provided of individual needs and reasonable adjustments for students (eg. SEND/vulnerable within lesson)
- To provide pastoral support to individual pupils and small groups, helping them overcome barriers to learning and achieve their full potential.
- To build positive and trusting relationships with students, families, and staff to promote wellbeing, engagement, and academic success.
- To support pupils experiencing social, emotional, or mental health challenges through mentoring, guidance, and targeted interventions.

Support for Class Teachers

- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Assist in the supervision of children on trips/visits.
- To be aware of the confidential nature of issues

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the school's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To be aware of the confidential nature of issues
- To support the use of ICT in learning activities

Corporate Responsibilities

- Follow school procedures regarding signing in and out, as well as any other procedures relating to attendance.
- Play a full part in the life of the school community, supporting its distinctive ethos and encouraging staff and students to follow this example.
- Actively promoting school policies and procedures.
- Have responsibility for your own continued professional development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Attend meetings scheduled in the school calendar punctually.
- Adhere to the School's Safeguarding Policy.

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
QUALIFICATIONS AND TRAINING		
The successful candidate will have:		
HLTA or NVQ Level 3 or equivalent qualification	E	AF
Ability to make effective use of ICT	E	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
Professional development relevant to the post	E	AF
Experience with the Microsoft Office suite particularly Excel and Word	D	AF
EXPERIENCE		
The successful candidate will have:		
Experience of working with children in Key Stage 2	E	AF/I
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with children with medical needs	D	AF/I
Experience of covering whole classes	E	AF/I
Experience of working in a relevant classroom environment	D	AF/I
Experience of Administrative work	D	AF/I
Experience of supporting children with challenging behaviour	D	AF/I
SKILLS AND ATTRIBUTES		
The successful candidate will be able to:		
Ability to operate at a level of understanding and competence equivalent to NVQ level 3 standard	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I
Operate a computer and other standard office equipment	E	AF/I
Have excellent time management skills	E	AF/I
PERSONAL QUALITIES AND ATTRIBUTES		
The successful candidate will have:		

Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF/I
Evidence of demonstrating discretion and confidentiality	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
To be willing to undertake first aid training & manual handling training	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
OTHER		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I