



Woodland  
Academy Trust

# Higher Level Teaching Assistant (HLTA) Applicant Information Pack



Lime Wood  
Primary School

## Welcome from the Chief Executive Officer

Dear Applicant,

Thank you for expressing an interest in this role at the Woodland Academy Trust. Woodland Academy Trust is a small but ambitious Trust that puts the children and community first. We are on an exciting journey to achieve the best possible outcomes and excellence for all.

To support us on our journey, we are welcoming applications from skilled and committed applicants who have vision, drive and ambition and would be keen to hear about your experiences and what skills you can bring to this role. We seek to attract staff who have a growth mindset, strong values and work ethic and care deeply about serving communities.

This is an exciting time to join Woodland Academy Trust as we further strengthen our school improvement offer across the Trust. You will benefit from working with a strong team, receive the very best professional development and have the opportunity to make a real difference to the daily learning experiences of our wonderful children.

We look forward to your application.

Yours faithfully,

Nav Sanghara, Trust Leader (CEO)



## Our Trust

Woodland Academy Trust was formed in September 2011 and currently consists of five primary schools, four of which are located in the London Borough of Bexley and one in Kent.

All our schools share the same mission; ignite the spark, reveal the champion. We are an inclusive and ambitious Trust, striving to achieve the best possible outcomes for our children. Our aim is to provide the highest quality learning experiences for every child by creating an ethical culture of empowerment and growth for all. We believe deeply in the importance of nurturing strong partnerships with our local communities and beyond.



AMBITION



COLLABORATION



COMPASSION

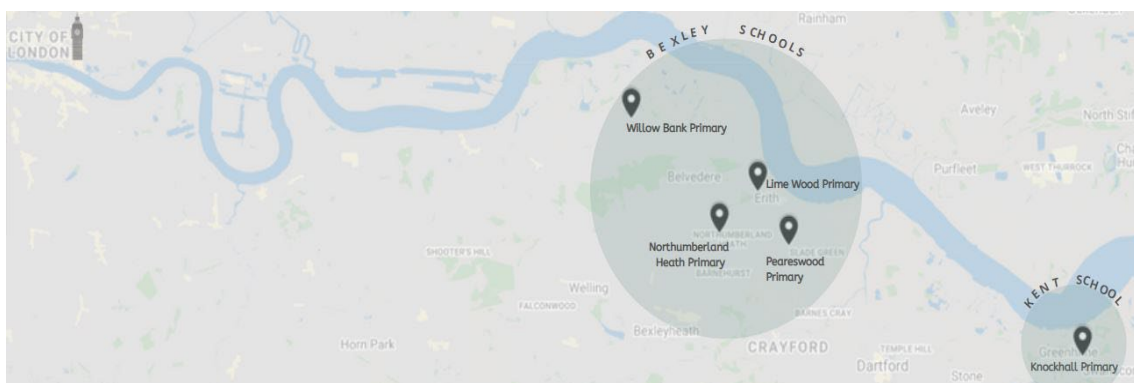


EXCELLENCE



INCLUSIVITY

Discover more about the Woodland Academy Trust by watching our video [here](#).



## Welcome from the Headteacher

Thank you for your interest in joining us at Lime Wood Primary.

Our wonderful school opened in September 2023 with a reception cohort and as the community grows, the school is continuing to grow year by year, eventually into a three- form entry school.

I am delighted to be the Headteacher at Lime Wood Primary School. One of my personal values stems from a TED Talk I watched some time ago. The talk was given by an American educator called Rita Pierson. Her main message throughout was that 'Every child needs a Champion'. Ever since then, this has been my personal mantra in all of the schools I have worked in across the Woodland Academy Trust. This also links directly with our Trust's ethos of 'Ignite the spark, reveal the champion'.

If you would like to find out more and join Lime Wood Primary on its exciting journey, then please do not hesitate to get in touch. We would love to hear from you.



**Miss C Ingrams- Headteacher**

## About our school

Lime Wood Primary is a unique circular three-story school in the heart of the Erith community. We value our partnerships and by working with and listening to our community, we will deliver an education to our children that will create life-long learners.

Our school has amazing facilities that include a 3G pitch, MUGA pitch, allotment, a growing Forest School, a dedicated Art /DT space as well as a dedicated Food/Science room together with a library and breakout spaces.

In our commitment to PedTech and a Universal Design for Learning we have a growing collection of digital resources to enhance learning as well as 1:1 iPad devices for all children from Reception.

### Our Vision

*Ignite the spark, reveal the champion*

*To deliver a curriculum that is provided by good teachers underpinned by an effective blueprint for excellence in culture, behaviour, attainment and wellbeing - to find the champion in everyone.*

### Our Values

We have worked with our school community to develop our five core values:



TEAMWORK



CURIOSITY



RESPECT



PRIDE



KINDNESS

Get a glimpse into Lime Wood Primary School by watching our video: [Welcome to Lime Wood Primary](#)

To find out more about Lime Wood Primary School, visit our website and follow us on social media to see what's happening in our school community.

### Lime Wood Primary School website



lime\_wood\_primary



Lime Wood Primary School



Follow us 



## Lime Wood Primary School



 [www.limewoodprimaryschool.co.uk](http://www.limewoodprimaryschool.co.uk)

Lime Wood Primary School,  
2 Sandy Road,  
Erith, Kent  
DA8 1FJ

 01322 344939

*Ignite the spark, reveal the champion*

## About our vacancy

**Job title:** Higher Level Teaching Assistant (HLTA)

**Status:** Permanent

**Hours:** 19.5 (3 days per week)

**Working weeks per year:** 39

**Grade:** SP17 – SP21 (£15,490- 16,474 pro rata)

**Post Start Date:** Sept 2026

**Closing Date for Applications:** 17<sup>th</sup> June 2026

### Higher Level Teaching Assistant (HLTA)

#### 19.5 hours per week | SCP17–21

Are you an ambitious, nurturing and highly motivated professional who is passionate about helping children thrive? We are seeking an exceptional Higher Level Teaching Assistant to join our dedicated primary school team and play a key role in supporting high-quality teaching and learning across the school.

This is an exciting opportunity for an experienced Teaching Assistant or existing HLTA who is ready to make a real difference in a vibrant and inclusive school community. Working closely with teachers and school leaders, you will support pupils' academic, social and emotional development, deliver learning to whole classes when required, and help create a positive, stimulating environment where every child can succeed.

We are looking for someone who brings enthusiasm, initiative and strong classroom practice, alongside a genuine commitment to safeguarding and promoting the wellbeing of all children. You will be joining a collaborative and supportive team that values professional development, celebrates achievement and is committed to excellence for every pupil.

#### The successful candidate will:

- Hold HLTA status or demonstrate equivalent experience and expertise.
- Have experience working with primary-aged children in a school setting.
- Deliver engaging learning activities and provide high-quality classroom support.
- Confidently lead whole-class learning during teacher PPA cover and planned absence.
- Support pupils of all abilities to achieve their full potential academically and socially.
- Build positive relationships with pupils, staff, parents and external professionals.
- Demonstrate strong behaviour management skills and promote a positive learning environment.
- Use effective assessment strategies to monitor progress and provide constructive feedback.
- Be able to motivate, support and guide other Teaching Assistants within the team.
- Use ICT confidently to enhance teaching and learning.
- Promote inclusion, equality and high expectations for all pupils.

- Show a strong understanding of safeguarding and child protection responsibilities.
- Be organised, adaptable and able to work effectively as part of a collaborative team.
- Embrace opportunities for professional development and continuous improvement.

We can offer:

- A welcoming and supportive school community.
- Enthusiastic, caring and hardworking pupils.
- A committed and collaborative staff team.
- Opportunities for ongoing professional development and career progression.
- A school and Trust committed to inclusion, excellence and staff wellbeing.

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

## Applications

Please apply by visiting our school vacancies page at: [Lime Wood Primary Vacancies](#)

Or if you would prefer to complete a word application form, please contact recruitment via email at [lwpooffice@watschools.org.uk](mailto:lwpooffice@watschools.org.uk)

**Application Deadline:** 17<sup>th</sup> June 2026  
**Interviews:** 23/25/26 June or 1<sup>st</sup> July 2026

## Diversity & Inclusion

We strive to achieve a diverse workforce, fully representative of our diverse society and the ethnic make-up of the pupil population in the UK. People of colour are currently under-represented on our staff teams. We are keen to attract applications from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of ethnic minority heritage as well as white heritage.

## Our Offer

Woodland Academy Trust seek to appoint colleagues who share in our values and mission to *ignite the spark and reveal the champion*. We recognise that in order to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have in place for all staff:

*Ignite the spark, reveal the champion*

- Continuous professional learning focusing on core areas;
- Working collaboratively with agencies around us and offering formal training opportunities, bespoke and targeted professional development as well as in-house, bespoke training from our many experts and coaching and mentoring;
- Embedding initiatives to support with reducing teacher workload;
- A strong supportive ethos with dedicated line management structures and clear communication channels;
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health;
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future;
- Wide range of family friendly policies in place for staff;
- Recognising national terms and conditions for staff;
- Teachers and Local Government pension schemes;
- Cycle to work schemes.

**For more information about Woodland Academy Trust please visit: [Woodland Academy Trust](#).**

## Safeguarding Children and Young People

Woodland Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with the DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the

role. If you have any concerns or questions about this process, please contact us for more information.

## Our Commitment to Innovation in Recruitment

At Woodland Academy Trust, we are proud to be at the forefront of innovation in education—this includes how we recruit. We use AI-powered tools and digital platforms to support and streamline our recruitment processes. From anonymised shortlisting grids to data-informed candidate scoring, we ensure fairness, transparency, and efficiency at every stage.

As a Trust, we believe in human decision-making enhanced by smart technology. AI supports us in removing unconscious bias, improving turnaround times, and focusing more of our time on getting to know the people behind the applications. For further information, or to opt-out, please view the Privacy Statement on our website.



*Ignite the spark, reveal the champion*

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE</b>	Higher Level Teaching Assistant (HLTA)
<b>RESPONSIBLE TO</b>	Deputy Headteacher
<b>SALARY</b>	SCP17-21
<b>HOURS</b>	19.5 hours per week
<b>ALL STAFF RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life.</li> <li>To value professional development and welcome any training opportunities to develop personal skills and knowledge</li> <li>To agree to follow the school and Trust's policies and procedures.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>To undertake work and responsibilities in line with the Training and Development Agency for Schools (TDA) Standards for Higher Level Teaching Assistants.</li> <li>To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.</li> <li>Under an agreed system of direction and supervision carry out timetabled PPA cover for Class Teachers.</li> <li>To advance pupils learning in a range of classroom settings, including working with whole classes where the assigned teacher is not present.</li> <li>To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.</li> <li>To use behaviour management strategies in line with the school's policy and procedures, which contribute to a purposeful learning environment.</li> <li>To be responsible for directing, managing and development of other Teaching Assistants including allocating and monitoring of their work and undertaking performance management.</li> <li>To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li> </ul>

<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Complement the teaching teams in ensuring pupils' continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships.</li> <li>Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.</li> <li>Monitor and evaluate pupils' responses to learning activities through observation and planned recording of activities so that pupils receive the maximum benefit from their education.</li> <li>Produce lesson plans, worksheets etc., organise and manage learning environment and resources, advising on the appropriate deployment and use of specialist aid/resources and equipment.</li> <li>Deliver pre-planned lessons to whole classes/ groups and provide support when cover is required.</li> </ul>
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- Plan teaching and learning objectives, evaluate and adjust such plans to foster attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.
- Assist with the induction, training and mentoring of other teaching assistants.
- Support pupils consistently whilst recognising and responding to their individual needs ensuring their safety and encourage pupils to interact with others and to engage in activities. Supervise and assist with any toileting and medical needs as required.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.
- Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.
- Acting as role model and setting high expectations.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS1/KS2, Early Years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Within an agreed system of supervision, plan and deliver challenging teaching and learning objectives to pupils, evaluating and adjusting/lessons/work plans as appropriate and according to pupil resources/needs.
- Record progress on pupil achievement in lessons/activities systematically ensuring the availability of appropriate evidence. Provide objective and accurate feedback, evidence and reports on the range and level of progress and attainment.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Supporting the role of parents/carers in pupils' learning and contribute to/lead meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.
- Work within an established discipline policy to anticipate and manage behaviour constructively. Promoting self-control and independence.
- Administer and assess/mark tests and invigilate exams/tests.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use. Select and prepare resources necessary to lead learning activities, taking into account pupils' interest and language and cultural backgrounds.
- To be involved in display work around the school and to direct others as necessary.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Be aware of and support the difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.

	<ul style="list-style-type: none"> <li>• Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.</li> <li>• Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils.</li> <li>• Deliver out of school learning activities within guidelines established by the school.</li> <li>• Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.</li> <li>• Liaise between managers/teaching staff and teaching assistants.</li> <li>• Represent teaching assistants at teaching staff/management/other appropriate meetings.</li> </ul>
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- This job description sets out the duties of the post at the time it was published.
- The hours and the job description may be modified depending on the needs of the school.
- The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.
- The priorities for each year will be reviewed against this job description annually through performance management meetings.

Signed by employee: \_\_\_\_\_

Signed by Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note that we are committed to safeguarding and promoting the welfare of our pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

Person Specification		
	Essential	Desirable
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Meet Higher Level Teaching Assistant standards or equivalent qualification or experience.</li> <li>• Excellent Numeracy/Literacy skills equivalent to NVQ Level 2 in English and Maths.</li> <li>• Training in relevant learning strategies e.g. literacy.</li> </ul>	<ul style="list-style-type: none"> <li>• Specialise skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age in a learning environment.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Use of ICT effectively to support learning.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Ability to organise, lead and motivate a team.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Knowledge and understanding of Safeguarding and its importance when working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of statutory frameworks relating to teaching.</li> </ul>
<b>Personal Qualities</b>		
<b>General Circumstances</b>	<ul style="list-style-type: none"> <li>• The Woodland Academy Trust is committed to having a workforce that reflects the community it serves, and which offers all sections of the community opportunities to be employed and develop their careers.</li> <li>• The candidate should be able to demonstrate an understanding of this.</li> </ul>	

