

The Kite Academy Trust



Higher level teaching assistant
Recruitment Pack

Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or recruitment@kite.academy.

We look forward to hearing from you.

Jeremy Meek

Chief Executive Officer
The Kite Academy Trust



About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

Our academies:



What do we offer

The contribution of all Kite employees is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive and flourish.

We offer:



Enrolment into Local Government Pension Scheme



Free VDU eye examinations for eligible employees



LGPS employer contribution up to 16%



Funded flu vaccinations



Three times pensionable salary Life Assurance cover for all staff in the Pension Scheme



Option to purchase school meals



A minimum of 24 days annual leave entitlement (pro-rata for part-time employees) plus bank holidays. Term time support staff receive the equivalent entitlement as holiday pay.



Opportunities for training and progression



Free mental health and wellbeing support through our dedicated employee assistance programme



An additional 4 days' annual leave for support staff after 5 years' continuous service



Sports and social clubs (e.g theatre, running & choir)



Generous maternity, paternity and adoption entitlements



A culture of communication



Children of staff receive priority admission to their workplace academy



Sabbatical leave



Embedded wellness training in our personal development schedule



Discounted childcare if your child attends a Kite School



One Team ethos across the Trust



An incredible range of employee benefits through our dedicated reward and recognition platform



Free Sophos anti-virus software and Microsoft Office for use at home



Hale Nursery & Primary Academy

HLTA

Full-time / Permanent Contract

Salary - Kite pay Band 2 £23,859 - £29,848 FTE (£18,364 - £22,973 pro-rata)

32.5 hours / Monday – Friday / 8:30am – 3:30pm / 39 weeks per year including INSET days

We are looking to appoint a HLTA who:

- Is highly motivated to support children, including those with special educational needs or disabilities (SEND), to make progress and fulfil their potential.
- Has experience of classroom support, preferably including working with children who have SEND.
- Has a wider interest in working with children, young people and their parents and carers both inside and outside the classroom.

You should have:

- Good levels of literacy and numeracy (GCSE Maths and English grade C or equivalent)
- HLTA or learning support qualifications are welcomed but not essential, or a willingness to undertake appropriate training (support will be provided)
- Interest in outdoor learning
- A high degree of initiative and sound judgement when working with children and young people
- Experience of helping children to achieve their full social and academic potential

We offer:

- A fun, friendly working environment and a supportive team
- A competitive pension scheme
- Opportunities for Training and progression
- Discounted Wrap around care, at relevant academies, if your child is a Kite Academy Pupil (Linked to contractual hours)
- An incredible range of employee benefits (including access to Perkbox)

Job Description

Post: Higher Level Teaching Assistant (HLTA)
Responsible to: Academy Headteacher/ Class Teachers

Role Purpose: To plan, teach and support the children within Surrey Class and/or to cover class teacher.

Role Responsibilities:

Key Outcomes

- As an accredited HLTA; you will be an exemplar of good practice in terms of your own teaching and organisation
- You will work with other LSAs, teachers and leadership to build your own curriculum/subject knowledge and strive to enhance the quality of teaching and learning in the academy.

Key Accountabilities Strategic Development

- To contribute to the discussion of the academy's aims and policies and participate in the implementation of policies, plans, targets and practices.
- take responsibility for implementing Trust policies and practices in the classroom
- contribute to the team planning and assess pupil's learning using knowledge of Trust policies, schemes of work and National Curriculum requirements for the relevant curriculum areas

Teaching and Learning

- As an HLTA, you will be expected to deliver all aspects of the curriculum
- Contribute effectively to planning and preparation of lessons and undertake the HLTA role in these, including selection and preparation of pupil's learning activities
- Monitor and evaluate pupil's participation and progress through application of a range of assessment activities and provide feedback to teachers
- Use IT to advance pupil's learning and confidence
- Organise and manage safely the learning activities, the physical teaching space and resources for which you have responsibility. Leading and Managing Staff
- Work with and cooperate with relevant teaching staff to ensure the effective organisation, deployment, appraisal and development of other teaching assistants Deployment of resources
- To develop and monitor resources within the teaching area.
- organise and maintain a stimulating working environment appropriate for a range of activities
- teach pupils to take responsibility for resources and the environment
- ensure that resources are organised, tidy and readily available to promote a purposeful environment for teaching and learning to take place.

Additional Information: *This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.*

Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or
Desirable (D)*

Qualifications

Candidates should have:

- HLTA status under the national TDA scheme for HLTA assessment and have met the professional standards for HLTA. **D**
- Qualification in English/Literacy or Maths/Numeracy at NVQ level 2 or above. **E**
- Experience of advanced teaching assistant work at Primary level. **E**
- Experience of developing pupils' learning and demonstrating progress and impact. **D**

Personal qualities

Candidates must be:

- Able to communicate sensitively and effectively with colleagues, parents and pupils.
- Able to recognise and respond effectively to equal opportunity issues and support the inclusion of all pupils.
- Able to recognise factors which may limit a pupil's development and provide appropriate motivational support.
- Willing to improve own practice through observation, evaluation and discussion with colleagues.
- Able to motivate and manage the work of adults in the classroom.
- Able to coach and mentor other Teaching Assistants where required.

Skills and abilities

Candidates must have:

- Excellent written and spoken English, with strong communication skills.
- High level of numeracy competence and confidence.
- Able to work effectively and deliver learning activities to individual pupils, small groups and whole classes.
- Able to contribute to a range of structured and informal teaching and learning activities.
- Understanding of the curriculum, age-related expectations, and assessment frameworks.
- Understanding of a range of teaching strategies and intended learning outcomes, including knowledge of the SEND Code of Practice.
- Able to plan and organise work to a high standard.

Safeguarding

Candidates must demonstrate:

- Understands and applies the school's behaviour policy and procedures.
- Promotes an inclusive, safe and supportive learning environment for all pupils.
- Recognises barriers to learning and wellbeing and responds appropriately to support pupils' development.
- Demonstrates an awareness of equal opportunities and the need to safeguard and promote the welfare of all children and young people.

Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history – Including current employment. *Please ensure all employment dates are accurate and listed in chronological order (most recent first) Any gaps of one month or more must be explained.*
- Personal statement - *We encourage you to include as much relevant detail as possible.*
- References – *References may be requested prior to interview. If you do not wish for one or both of your references to be contacted at this stage, please email Gemma Golland at recruitment@kite.academy when submitting your application.*
- Declaration of relationships
- Equality monitoring form – *This form is not used as part of the shortlisting process.*

By submitting our application, you are confirming that you have read, understood, and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.

Application process

Please contact recruitment@kite.academy for further information
or visit [My New Term – the Kite Academy Trust](#) to apply.

Application process:

Closing date for applications: 25th September 2026
Interviews: w/c 28th September 2026
Start: October 2026

We look forward to hearing from you!

The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.

In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).

We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve

