



# TRUE LEARNING PARTNERSHIP



Lostock Hall Primary School  
HLTA Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



## **ASPIRATIONAL**

We encourage everyone to dream big and pursue excellence.



## **COLLABORATIVE**

We work together, valuing diverse perspectives and shared success.



## **COMPASSIONATE**

We act with kindness, respect, and a genuine desire to serve others.



## **CURIOUS**

We foster innovation and a love of learning for all through inquiry and creativity.



## **INCLUSIVE**

We ensure everyone feels valued, supported, and able to contribute fully.



## **TRUE LEARNING PARTNERSHIP**

### **Our Mission**

**To inspire and empower every individual within our trust to achieve their fullest potential.**

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

# Welcome to Lostock Hall Primary School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in applying for the post of Higher Level Teaching Assistant at Lostock Hall Primary School.

This is an exceptional opportunity to join a high performing primary school which is part of our Multi Academy Trust. The governors of this successful and happy primary school are seeking to appoint a passionate and motivated Higher Level Teaching Assistant.

You must demonstrate high expectations of children's learning and a clear understanding of assessment. You must have a commitment to inclusion and to ensure high quality learning experiences for all children, whatever their needs. You will demonstrate an understanding of raising pupil's achievement through a wide range of teaching strategies.

We are a safe, stimulating and friendly school which provides an inclusive, calm, and productive learning environment. Our aim is to challenge and support each adult and every child, within the bounds of our Golden rules: Be Ready; Be Respectful and Be Safe. This helps them to realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning, at secondary school and beyond.

I would encourage you to browse our school website, ([www.lostockhallprimary.org.uk](http://www.lostockhallprimary.org.uk)), to get a broader understanding of life at Lostock Hall Primary School. I very much hope that you want to join our team.

If you are interested in applying for the post, please submit a completed application form via My New Term.

We look forward to receiving your application to join us.

Graham Hamilton  
Headteacher

## **Job Description & Person Specification**

Job Title: HLTA (Higher Level Teaching Assistant) - fixed term for 1 year starting 01/09/2026

Grade 7 (Point 18-23) £31,537 - £34,434 FTE, Actual salary £25,740 - £28,104 per annum

Hours: 5 days a week – 35 hours

Weeks per year: 39 weeks

Responsible to: Mr Hamilton, Headteacher

Line Managed by: Mrs Dockry, Head of School

Liaising with: All teaching staff

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals, groups or whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development. Responsibility for the management and development of a specialist area within the school and/or the management of other teaching assistants including allocation and monitoring of work, appraisal and training.

### **Main Duties and Responsibilities**

1. Undertake responsibility for whole classes at the request of Senior Leadership or the School Business Manager. Within an agreed system of supervision, deliver challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
2. Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
3. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
4. Work within an established behaviour policy to anticipate and manage behaviour constructively promoting self-control and independence.
5. Deliver local and national learning strategies recording achievement and progress and feeding back to the teacher.
6. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
7. Assist with the development and implementation of Individual Education/Behaviour Plans.
8. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

9. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
10. Promote the inclusion and acceptance of all pupils within the classroom.
11. Support pupils consistently whilst recognising and responding to their individual needs.
12. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
13. Provide feedback to pupils in relation to progress and achievement.
14. Provide support for the teacher in assessing pupils' responses to learning activities and, where necessary, modifying the activities to achieve progression towards intended learning outcomes.
15. Liaise with teachers in designing and delivering appropriate learning opportunities to meet specific learning needs.
16. Adapt and modify planned activities for pupils who are making extremely slow progress.
17. Effectively communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations.

## **SUPPORT FOR TEACHERS**

1. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
2. Provide adequate feedback to the teacher on the progress pupils have made in groups under your supervision.
3. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
4. Assist with the planning of learning activities.
5. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
6. Undertake marking of pupils' work as necessary and accurately record achievement/progress.
7. Work closely with the class teacher in preparing resources e.g. setting up activity tables for lessons.
8. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
9. Report to teachers on the behaviour of pupils during lessons and any issues arising.
10. Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress.
11. Respond knowledgeably to any questions from pupils about process and procedures.

12. Ensure the health, safety and welfare of pupils is maintained at all times.
13. Promote social and emotional development of pupils.
14. Support the use of ICT.

**IN ADDITION:**

1. Contribute to the overall ethos, aims and work of the school.
2. Be aware of, uphold and contribute towards the development of the school's policies and procedures.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
4. Participate in appropriate school-based meetings.
5. Undertake any administrative duties relevant and appropriate to this post.
6. Participate in training and other learning activities and performance development as required.
7. Accompany teaching staff and pupils on visits, trips and out of school activities (paid) as required.
8. Embrace any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

**This Job Description outlines the responsibilities of the post and does not describe in detail all the duties required to carry them out. It will be reviewed as changing circumstances require.**

## Person Specification

Experience	<ul style="list-style-type: none"><li>• Experience working with children of relevant age in a learning environment</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• HLTA qualification or willingness to work towards desirable</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><li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT</li></ul>
Knowledge/Skills	<ul style="list-style-type: none"><li>• Can use 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>• Understanding of statutory frameworks relating to teaching</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></ul>

# **Core Responsibilities for all Trust Employees**

## **Health & Safety**

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

## **Equality & Diversity**

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

## **Data Protection**

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

## **Safeguarding & Child Protection**

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

# Key Information regarding the Application Process

## To Apply

Completed application forms should be submitted via My New Term.  
Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

## Key Dates

Closing date for applications: Friday 5<sup>th</sup> June 2026 at 9am

Interviews will take place on Monday 15<sup>th</sup> June 2026

## Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

## Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

## Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail [Cholyland@truelearning.org.uk](mailto:Cholyland@truelearning.org.uk)

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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PARTNERSHIP**

# Contact Us



True Learning Partnership

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