



Inclusion Base HLTA

Fixed Term 2 years (to be reviewed Summer Term 2028)

To start 1st June 2026 if possible
Grade 7 – 8

Unlocking Potential - Empowering Every Child to Thrive





Job Description – Inclusion Base HLTA

Title of Post	Inclusion Base HLTA
Post Status	Grade and SCP: 7 - 8 Actual: £23,585 - £25,585
Hours/Working Weeks	30 HPW Term Time Only
Post Status	Fixed Term for 2 years in the first instance
Reporting to	Senior Leadership Team

Main Purpose

To have a core role in our SEND provision, under the direction of the SENCo, to ensure that the needs of the learners are met effectively.

Duties & Responsibilities

The roles of the Inclusion Base HLTA include:

- Deliver provision within the Inclusion Base under the direction of the SENCo.
- Identify purposeful interventions and deliver or oversee the delivery and effectiveness of these interventions.
- Be a key adult for the children accessing the Inclusion Base.
- Run and plan Nurture sessions for a small group of learners.
- Run small group teaching sessions for a range of learners with SEND across Key Stages under the direction of Class Teachers and SENCo.
- Oversee the day-to-day running of the Inclusion Base.
- Liaise with specialist external agencies.
- Contribute to the overall effectiveness of the SEND provision.
- Monitor the progress of students.
- Assist and support the work of qualified teachers with individual pupils and small groups of learners so they make expected levels of progress.
- Plan and arrange meetings with class teachers to contribute to planning lessons/activities.
- Engage with parents and hold regular meetings to discuss progress.
- Deliver interventions required in liaison with SENCo.
- Monitor and record the impact of the interventions.
- Support the aims and ethos of our school.
- Build and maintain successful relationships with pupils, treat them consistently with respect and consideration.
- Model good practice and set high expectations.
- Undertake professional duties that may be reasonably assigned, for example, collect information for Annual Reviews.
- Participate in termly formal review of performance with the SENCo.

General Duties

As a member of staff, the postholder will:

- Follow all school policies and procedures.
- Uphold the Code of Conduct for staff.
- Safeguard and promote the welfare of all young people he/she is responsible for, or comes into contact within the school.
- Engage in relevant continuous professional development opportunities and performance management arrangements.

As a HLTA, the postholder will meet the HLTA Standards (TDA 2006).

Health, Safety & Discipline

- Promote the safety, safeguarding and wellbeing of pupils;
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

Communication

- Communicate effectively with pupils, parents and carers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Other Responsibilities

- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the School and Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



Person Specification

Criteria	Essential	Desirable
Qualifications, experience and training	<ul style="list-style-type: none"> • HLTA Qualification or equivalent experience in an educational setting. • Experience working with students with SEND. • Experience delivering small group teaching across Key Stages. 	<ul style="list-style-type: none"> • ELSA • Nurture UK • Manual Handling Training
Knowledge and understanding	<ul style="list-style-type: none"> • Experience working with children of relevant age in a learning environment. • Experience of including young people with SEND. • Good understanding of child development and learning processes. • Ability to adapt teaching approaches to meet the diverse needs of students. 	<ul style="list-style-type: none"> • Knowledge of trauma-informed practices and strategies for supporting students with adverse childhood experiences. • Familiarity with implementation of EHCP's.
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Good communication skills and ability to relate well to children, staff and parents • Evidence of working well as part of a team • ICT skills and the willingness to update skills and undertake further training • Ability to safely lift and move/support students. • Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> • Specialist skills, training or experience e.g. Art, Music, Languages etc.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic and passionate about SEND. • Sets high standards for themselves and their students • Is able to motivate and encourage students of all abilities • Is able to work collaboratively as part of a team • Has the capacity to evaluate own performance and strive for excellence 	<ul style="list-style-type: none"> • Has a positive outlook and inspires others • Has emotional intelligence and resilience • Is a self-reflective person.

	<ul style="list-style-type: none">• A genuine belief and alignment with Much Wenlock's values and ethos.	
Special Conditions	<ul style="list-style-type: none">• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check• Sufficiently fluent in spoken English to ensure effective performance in the role	

Application & Appointment Process

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description. Please tell us about yourself and what you can offer our school.

School Tours:

If you would like to join us for a school tour, there is no need to book; Please just arrive at Reception on either of the following dates and times:

- **Tuesday 14th April @ 4.00pm**
- **Monday 20th April @ 4.00pm**

Closing date for applications: Thursday 23rd April, 12 noon.

Interviews will take place W/C 27th April 2026.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK, an online check and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate ID documents to initiate the DBS application process**, should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust and school website <https://muchwenlockprimary.com/home/key-info/policies>

In line with KCSiE the Trust may carry out an online search on shortlisted candidates as part of our safer recruitment process.