



Victoria
ACADEMIES TRUST

Part Time HLTA

Recruitment Pack

Part Time and Permanent from April 2026 or sooner. Pay scale: Band E £31,537 - £36,363 FTE (Actual Salary £14,894 - £17,174) + SEN Allowance £1539 pa

#BeTheBestYouCanBe

Welcome From the CEO

Thank you for your interest in joining the team at Victoria Academies Trust.

I am delighted that you are interested in working with us. Victoria Academies Trust is a primary only trust based in the West Midlands consisting of a mix of sponsor, converter and free schools. We currently have ten schools open; nine mainstream and one special school.

Victoria Academies Trust was set up in 2014 up with the sole aim 'to make our people the best they can be'. We are passionate about making a difference to the lives of our pupils,

families and colleagues. We want to inspire our young people to achieve more than they imagine possible, and having the right people in every role across our schools is an important part of making our vision become reality.

We have a strong board of Trustees who work closely with the trust executive team to focus on our goals of investing in our school communities, growing and valuing our colleagues and preparing our children for the

future. This ensures that our schools are on a continual journey to the be best they can be. We currently educate over 3200 pupils across

the primary age range, and employ over 500 colleagues across our schools and in our Trust Central Team.

We may be ten schools, but our vision and values run through our Trust and we truly as a family, united in our ambition for our people 'To Be The Best They Can Be'.

The opportunity:

We are looking to recruit a permanent, part time Cover Supervisor at Elm Tree Primary from December 2025

Full downloadable recruitment forms can be found on our website at [Job Vacancies \(victoriaacademiestrust.org\)](https://victoriaacademiestrust.org)

We are committed to flexible working and are happy to have discussions with prospective candidates.



Sharron Philpot

CEO

Victoria Academies Trust



About Us

Our Mission

Our mission is our reason for being - it is simply: to make our people the best they can be.

Our people are our colleagues, our pupils, our governors and our school communities – we work with and empower our people to be the best they can be.

Our Vision

Our vision is the picture we paint, the future we want to create, based on our mission.

We are a family of schools, united in our passion for inspiring pupils to achieve more than they imagine possible.

We have a positive influence on children's lives in areas where we can make the most difference.

We are ambitious for our children. Our high expectations of them, the memorable experiences and opportunities they have in our schools, along with the kindness and compassion which is at the centre of our Trust means that they will be successful in whatever they choose for their future.

We are at the heart of our communities; a place where local people can turn to for help, support and guidance, working with us for the greater good of our shared community.

We are aspirational for our people, who are given opportunities to grow, develop and become experts in their chosen fields.

Our people feel valued and supported; they show ambition, courage and resilience, but most of all are kind and respectful.

Our Values

Our Values are important to us and guide our behaviours, our relationships and the way we work together. They define how we want to be.

These values of **Unity, Integrity, Courage, Curiosity and Excellence**, along with our commitment to strong ethical leadership ensure that we build a positive and powerful legacy to be proud of.



Unity

We know that by working together, we are stronger than working alone. We work together as a family, united in our shared responsibility to achieve our mission.



Integrity

We show integrity by being honest, truthful, and transparent; always doing what we believe is right and true. We show kindness and respect by treating others with dignity, empathy, and understanding.



Courage

We show courage by being ambitious, challenging ourselves and others to achieve more. We take on challenges with enthusiasm, determination, and resilience, learning from failures.



Curiosity

We show curiosity by having a passion to learn, explore, and discover new things and new ways of working. We are innovative and ambitious, always seeking to be even better.



Excellence

We have a strong commitment to continuous improvement, a willingness to learn and a dedication to becoming the best we can be.

What we can offer you

Joining the Victoria Academies Trust means becoming part of a vibrant and dedicated community that is committed to ensuring colleagues are supported 'To Be They Best They Can Be'

This is what we can offer you:



Competitive Pay Scales

- **Transparent Salary Framework:** We offer clear and transparent pay scales, aligned to government recommended pay, that reflect your experience and expertise.
- **Annual Pay Review:** Commitment to regular reviews to ensure our salaries remain aligned to government recommended scales for teaching and non-teaching staff.



Generous Pension Scheme

- **Teachers' Pension Scheme:** Benefit from one of the most generous pension schemes in the UK.
- **Local Government Pension Scheme:** Our support staff are enrolled in the LGPS, which is a secure and flexible pension plan that provides a valuable package of retirement and death in service benefits
- **Employer Contributions:** We make significant employer contributions to your pension, helping you plan for the future with confidence.



Professional Development

- **Tailored Growth:** Benefit from our bespoke professional development programmes, designed to help you reach your career goals.
- Access to over 100 tailored CPD courses through a mix of flexible webinars and online or face to face opportunities
- Opportunities to network with likeminded individuals- through networks, meetings and our annual Whole Trust Conference.
- **Leadership Opportunities:** With a clear pathway for progression, you have the chance to advance into leadership roles within our trust – teaching and non-teaching



Well-being and Support

- **Work-Life Balance:** We support a healthy work-life balance with flexible working options and a commitment to you through our Flexible Working Policy and People Strategy
- **Health and Wellness:** Access to our comprehensive wellbeing and benefits scheme which includes counselling services, access to Doctor, Nurse and Physio support, online wellbeing and exercise sessions, discounts on gym membership, cycle to work scheme and lifestyle voucher scheme
- Paid expenses in line with HMRC guidance – and access to free parking on site at our schools
- **Dedicated technology** – To enable to fulfil your role effectively
- Dedicated shared working spaces allowing colleagues to collaborate and work in way that suits them
- Generous holiday allowance – many of our roles are term time only contracts



Community and Culture

- **Collaborative Environment:** Thrive in our culture of teamwork and support, where ideas are shared and successes celebrated.
- **Community Impact:** Make a real difference in our local communities through various outreach and engagement activities and events

We are proud to offer a fantastic and supportive working environment where our passion for inspiring our children to achieve more than they imagine possible is at the heart of everything we do.

If you're ready to make a significant impact and grow with us, we would love to welcome you to our team

Our Schools, Our Journey



2012

Victoria Park
Primary becomes
Victoria Park
Academy



2014

Victoria
Academies Trust
founded



2014

Rowley Park
Academy,
Staffordshire join
as first sponsor
school



2014

Devonshire
Infant and Junior
Academies,
Sandwell join as
converter



2017

Birchen Coppice
Academy,
Worcestershire
join as a sponsor
academy



2016

Fibbersley Park
Academy, Walsall
join as a sponsor
academy



2015

Northfield
Manor Academy,
Birmingham join
as a converter
academy



2018

Foley Park
Academy,
Worcestershire
join as a converter
academy



2019

Poppyfield
Academy,
Staffordshire
opens as our first
Free School



2022

Elm Tree
Academy,
Sandwell opens
as our first SEND
Free School



2025

Whitehall
Nursery & Infant
Academy join as
converter school
2025



Role Overview

Part time HLTA –Elm Tree Primary Academy

Elm Tree Primary Academy is a new special school in Sandwell for autistic pupils from Reception to Year 6 who have additional learning needs.

Phase 1 opened in September 2022 with a Reception class and Y1 class and Phase 2 will open as a brand new build in September 2023 in Friar Park Road Wednesbury.

This is a very exciting opportunity for Victoria Academies Trust who are looking to appoint an enthusiastic and highly motivated Higher Level Teaching Assistant.

We are looking for candidates who:

- Creative thinkers, passionate, committed and have the determination to secure the best possible outcomes for every child
- Have the experience and skills to work with autistic pupils
- Energetic, positive and have the ability to work effectively as part of our team
- Willing to go the extra mile to make great things happen for our children
- Are keen to be involved in shaping the curriculum and improving learning opportunities
- Would like the opportunity to develop their leadership skills

We can offer the successful candidates:

A commitment to continuing professional development

A supportive and hardworking staff team

Happy to discuss flexible working

Access to our benefits scheme Pluxee

Elm Tree Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure. All shortlisted candidates will be subject to an online search as part of our recruitment process.

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

Closing Date: 19/02/2026

Interviews: TBC

Start date: March 2026 or sooner

For more information and to apply please follow this link:

<https://mynewterm.com/jobs/149156/E DV-2026-ETPA-14244>





Job Description

Responsibilities of the role

HLTA – Elm Tree Primary

School	Elm Tree Primary Academy
Post title:	Part time HLTA
Responsible to:	Head Teacher or Line Manager
Remuneration:	Band E SCP 18 - 25
Hours:	0.6 FTE
Days:	3 Days per week
Start Date:	April 2026 or sooner

Duties and responsibilities

Support to Pupils

- *Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil's learning.*
- *Establish productive working relationships with pupils, acting as a role model and setting high expectations.*
- *Support pupils consistently whilst recognising and responding to their individual needs.*
- *Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.*
- *Promote independence and employ strategies to recognise and reward achievement of self-reliance.*
- *Provide feedback to pupils in relation to progress and achievement.*

Support to Teachers

Organise and manage appropriate learning environment and resources.

- *Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.*
- *Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre determined learning objectives.*
- *Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.*

Support to Teachers

- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment....
- Work within an established positive support policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Production planning in line with school's procedures

Support for the Curriculum

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- 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 account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Take the initiative as appropriate to develop multiagency approaches to supporting pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Where appropriate, deliver out of school learning activities, within guidelines established by the school.
- Undertake mentoring and appraisal duties as required

Other duties

To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of the job.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

To act professionally and with integrity at all times.

The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity and due respect for all pupils, parents, colleagues and the wider community and is consistent with the trust's equal opportunities policy.

1. To participate in the operation of the Trust's Appraisal Scheme

2. It is your responsibility to carry out your duties in line with the Trust policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.

3. Such other duties as may be appropriate to achieve the objectives of the post to assist the school or Trust in the fulfilment of its objectives commensurate with the postholder's salary grade, abilities and aptitudes

4. The postholder must at all times carry out his/her responsibilities with due regard to the Trust policy, organisation and arrangements for Health and Safety at Work.

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher/ SLT with the postholder.

Person Specification

Teacher- Rowley Park Academy

	Essential
Qualifications & Experience	<p>HLTA qualifications</p> <p>Experience of working with reception, key stage 1 and 2 pupils</p> <p>A minimum of 3yrs school based experience</p> <p>Experience of teaching individuals, small groups and classes</p> <p>At least grade C/4 GCSE maths and English</p> <p>Evidence of CPD</p> <p>A commitment to future professional development</p> <p>Knowledge and Experience of Primary Curriculum</p> <p>Knowledge and understanding of Equal Opportunities</p> <p>Knowledge of Health and Safety issues</p>
Knowledge & Skills	<p>Understands the needs of autistic pupils and pupils with communication difficulties.</p> <p>Understand the needs of pupils with learning needs.</p> <p>Be computer literate.</p> <p>Work with individual or small groups of pupils with additional needs</p> <p>To be able to support teaching staff in the assessment of academic achievement and pupil need.</p> <p>Take a role in raising pupils' aspirations and independence.</p> <p>Support staff to create a positive learning environment</p>
Training	<p>Willing to attend relevant training</p>

	Essential
Commitment to the following	<p>Pupils with additional needs.</p> <p>Raising standards for pupils</p> <p>Setting a good example in terms of dress, punctuality and attendance.</p> <p>An enthusiasm and determination to support the vision and values of the school community.</p>
Legal Requirements	Enhanced DBS Check

**Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car) to provide school-to-school support from time to time, as required. This means that a clean driving licence and acceptance of these terms is essential. Travel expenses will be reimbursed at the agreed rate.*

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Safeguarding

Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment. Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service, and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities:

Victoria Academies Trust has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post will ensure that the Trust meets its statutory obligations in relation to all aspects of equalities legislation.

Flexible Working:

*Victoria Academies Trust is committed to ensuring that all colleagues have working conditions that meet their own needs, as well as the needs of their schools and children. Details of our Flexible working policy can be found on our website: **[VAT-Flexible-Working-Policy-v1.0-.pdf](#)** (**victoriaacademiestrust.org**)*



Victoria Academies Trust

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