



**THE WHITE HILLS  
PARK TRUST**

## Job Description

<b>Role</b>	High Level Teaching Assistant
<b>Grade and Range:</b>	NJC Grade 5, Point 15-22 (Term Time Only)
<b>Contracted hours:</b>	Full time, Permanent
<b>Commencement:</b>	1 <sup>st</sup> September 2026 or as soon as available
<b>Accountable to:</b>	Head Teacher

### Position Overview


We are looking for an enthusiastic, motivated and skilled High Level Teaching Assistant to join our team. We are a welcoming school in the heart of Beeston, that is on a journey of improvement. You will be working within a dedicated staff team who are committed to strengthening our provision, and this role offers an exciting opportunity to be part of our development. You will be encouraged to share your ideas, and we will be committed to supporting your professional development. If this sounds like the right fit for you, then we want to hear from you and would welcome you visiting and meeting with the Headteacher.

### Duties and Responsibilities:

#### Classroom Support and Teaching

- Prepare and deliver learning activities under the direction of the teacher and/or phase lead
- Lead whole-class teaching sessions when required (e.g., covering teacher absence or PPA time)
- Deliver high quality interventions designed to accelerate pupil progress
- Monitor and assess the progress of pupils under your instruction
- Manage classroom behaviour in line with school policies

Nether Street, Beeston, Nottingham, NG9 2AT

 0115 925 8057



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[John Clifford Primary School](#)



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### **Planning & Assessment**

- Contribute to lesson planning and curriculum preparation
- Adapt teaching materials to suit different abilities and learning styles
- Assess pupil progress and provide feedback to teachers
- Maintain accurate records of student performance and development
- Support the implementation of Individual Support Plans or EHCPs

### **Student Support & Inclusion**

- Provide targeted support for pupils with special educational needs (SEN) or disabilities
- Promote inclusion and equal access to learning opportunities
- Support emotional, social, and behavioural development of students
- Encourage independence and resilience in learners
- Build positive relationships with pupils to enhance engagement

### **Leadership & Team Collaboration**

- Provide guidance, advice and support to colleagues
- Liaise effectively with teachers, SENCOs, Senior Leaders and other professionals
- Contribute to staff meetings, training, and school development initiatives
- Assist in coordinating interventions and support programmes
- Communicate proactively with parents and carers, contributing to review meetings
- Communicate effectively to support in the organisation of any cover required
- Work with the SENCo and Senior Leaders to timetable support effectively

### **Classroom & Resource Management**


- Take a lead on the development and maintenance of a new SEN hub
- Ensure classroom displays reflect current learning topics and celebrate achievements
- Maintain a safe, clean, and stimulating learning environment

### **Safeguarding & Pastoral Care**

- Follow safeguarding and child protection policies at all times
- Monitor and report any concerns regarding pupil welfare
- Support pupils' wellbeing and mental health needs
- Assist with supervision during breaks, trips, and extracurricular activities

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

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**GENERAL INFORMATION:**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

**Purpose:**

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and in accordance with academy policies and under the direction of the Head teacher.

**Reporting to:**

- Year group leader
- Senior Leadership Team
- Headteacher

**Responsible for:**

- Directly for all children within the assigned class or within an assigned intervention group
- Indirectly for all children within school


**To co-operate with:**

- All colleagues in all teams.
- Parents, carers and the local community.
- Outside agencies.
- Local Governing Body.
- Trust colleagues.

**Disclosure:**

- Clear and current Enhanced DBS check

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