



TRUE LEARNING PARTNERSHIP



Hague Bar Primary School

Higher Level Teaching Assistant 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 Hague Bar Primary School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for expressing an interest in the position of Higher Level Teaching Assistant (HLTA) within our school.

The role will be primarily based within a mixed Reception, Year 1 and Year 2 class, with responsibility for delivering elements of the curriculum through structured teaching and continuous provision, working in partnership with the class teacher.

The successful candidate will work closely with teachers to support learning across the school. You'll be involved in planning and delivering activities for individuals, small groups or whole classes, as well as keeping track of pupils' progress and supporting their development. They will prepare and maintain learning resources and appropriate equipment, including those required for pupils with additional physical needs (including intimate care provision) and work collaboratively with all members of the team, to support the welfare and personal development of pupils.

This is a really exciting role for the right person, and you'll be joining a friendly and dedicated team who are passionate about supporting the children in our care. The specific hours and a summary of the role can be found in the vacancy information and job description attached.

Hague Bar Primary School is a small school with a huge heart. We have a team of experienced and highly skilled staff who are committed to providing the best possible opportunities for the children in our school. Our inclusive ethos and small class sizes ensures that we are able to support and challenge our children to achieve their full potential. We are very proud of the wide ranging curriculum which includes opportunities for forest school, outdoor learning, PE and music, alongside a variety of trips, visits and visitors to enhance learning.

As headteacher I believe it is my duty to ensure that Hague Bar is a place for making memories and learning new skills that will last a lifetime.

Hague Bar Primary School is just inside the Derbyshire border. It lies between the towns of New Mills in Derbyshire, Disley in Cheshire and Strines in Stockport which gives us a wide catchment area. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

I would encourage you to browse the school website www.haguebarprimary.org.uk and Facebook page <https://www.facebook.com/HagueBarPrimary/> to get a fuller understanding of life at our wonderful, small school. I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

Your application should be made via My New Term. The supporting statement should set out what skills, experience, knowledge and personal qualities you believe you would bring to the post.

We very much look forward to receiving your application to join our team.

Karen McCurdy, Headteacher

Job Description & Person Specification

Job Title:	HLTA (Higher Level Teaching Assistant)
Grade:	DCC Grade 8 (£29,719 - £31,691 FTE)
Actual salary:	£22,524 - £24,018 per annum (pay award pending)
Hours:	5 days a week – 32.5 hours (8.30am – 15.30pm with 30 min unpaid lunch)
Weeks per year:	39 weeks
Responsible to:	Headteacher
Line Managed by:	Headteacher
Liaising with:	All teaching staff

Summary

Working closely with teachers, you'll support learning by taking responsibility for agreed activities, either with individuals, small groups or whole classes. This could include planning and delivering sessions, as well as keeping track of pupils' progress and how they're developing.

There may also be opportunities to lead on a specialist area within the school and to support other teaching assistants, including helping to organise workloads and contribute to their development.

Main Duties and Responsibilities

1. Undertake responsibility for whole classes at the request of Headteacher delivering 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. Attend to the personal and physical needs of pupils including those with additional needs (including intimate care provision) so that their wellbeing is maintained.
13. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
14. Provide feedback to pupils in relation to progress and achievement.
15. 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.
16. Liaise with teachers in designing and delivering appropriate learning opportunities to meet specific learning needs.
17. Adapt and modify planned activities for pupils who are making extremely slow progress.

18. 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.

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.

Person Specification

Experience	<ul style="list-style-type: none"> • Experience working with children of all primary ages in a learning environment
Qualifications	<ul style="list-style-type: none"> • HLTA qualification or willingness to work towards desirable • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy • Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT
Knowledge/Skills	<ul style="list-style-type: none"> • Strong knowledge of the Early Years curriculum, including continuous provision • Can use ICT effectively to support learning • Full working knowledge of relevant polices/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Understanding of statutory frameworks relating to teaching • Ability to organise, lead and motivate a team • Constantly improve own practice/knowledge through self-evaluation and learning from others • Ability to relate well to children and adults • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

While this job description sets out the main responsibilities of the role, it does not cover every task in detail. In line with the Trust’s Flexibility Policy, you may be asked to carry out other duties from time to time, provided these are appropriate to the role. This job description will be reviewed and updated as the needs of the school and Trust change.

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: Thursday 16 July 2026 at 5.00 p.m.

Interviews will take place on Tuesday 21 July 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

True Learning Partnership Trust Board safeguarding representative is Julie Sutton. If you wish to contact them, please e mail 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.



**TRUE LEARNING
PARTNERSHIP**

Contact Us



True Learning Partnership

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E: recruitment@truelearning.org.uk

