

Higher Level Teaching Assistant

Early Years



RECRUITMENT PACK



CONTENTS

1. Our Academy
2. Job Description
3. Person Specification
4. Our Trust

Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to Warley Road Academy; a school educating children from 2 to 11 years old.

We provide a welcoming, caring, supportive and secure environment in which all children are valued. Our child-centred approach builds relationships, confidence and teamwork alongside a commitment to developing every child into resilient and reflective individuals who are proud of their academic achievements and personal successes.

As part of Impact Education Multi Academy Trust, we are passionate about making a difference to all children, whatever their starting points, allowing them to flourish academically and personally. Working in collaboration across the Trust, we have a dedicated and knowledgeable staff and leadership team who have high aspirations and want the best for every child in their care.

We will always have time to talk about children's education and development and warmly welcome parents, carers and the wider community to work alongside us in fostering the readers, writers and problem solvers of the future.

Best wishes,
Mrs Sarah Tindal
Headteacher



Job Description

Post:	Higher Level Teaching Assistant Early Years
Salary:	Scale 5, SCP 12-17 (Actual £24,231)
Hours:	35.75 hours
Contract:	Permanent
Start Date:	ASAP
Responsible to:	Headteacher
Closing Date:	Friday 13 February at 9am
Interview Date:	Wednesday 25 February 2026

Purpose

To work under the supervision, direction and guidance of the Assistant Head Teacher for Early Years and class teachers. To support the Academy in the effective delivery of the Early Years curriculum, including the delivery of targeted interventions or support programmes as required, and to enable full access to learning for all pupils.

The role will involve teaching, planning, preparation and assessment across all Early Years settings (from two-year-olds to Reception), with some teaching responsibilities in Key Stage 1. The postholder will attend weekly staff meetings and CPD sessions and will work collaboratively with class teachers and colleagues to ensure the highest quality education and outcomes for all children.

Duties and Responsibilities

- Constantly uphold and promote our values and vision.
- Provide children with clear and nurturing care that enables them to develop self-regulation and follow routines.
- Work with the EYFS teaching team to plan and deliver learning objectives/goals in the indoor and outdoor learning environment (individuals, small groups, whole classes)
- Liaise with the class teachers and the Assistant Head Teacher for EYFS, giving feedback and following plans and direction
- Supervise activities and assist with the general management and control of students across the academy.
- Plan and teach whole classes
- To provide care with children's physical welfare, including self-care and other personal needs.

- Work with individuals or small groups to ensure interventions are delivered that meet the needs of the students and comply with the recommendations of their statements/EHCPs.
- To plan, participate in and assist in the supervision of educational visits, in conjunction with other EYFS colleagues
- Respond to the needs of all children with a sense of urgency and care
- Liaise with relevant staff to ensure all children's needs are met
- Manage own workload and that of others to allow an appropriate work / life balance.
- Work in effective partnership with other staff in the Trust.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> Numeracy and Literacy skills to a level to assist students with their work. (GCSE/O'Level Grade C or above) Level 3 equivalent in childcare, child development and learning that is listed in the DFE Full and relevant qualifications list 2024 Paediatric First Aid at Work 	<ul style="list-style-type: none"> Training in relevant support strategies Level 4 HLTA qualification or willingness to work towards this qualification Relevant EYFS qualifications 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Strong ICT skills Experience of working with children in an early years' setting Experience of teaching to small groups Experience of working with children with a wide range of needs (SEND, EAL, vulnerable) 	<ul style="list-style-type: none"> Working in a school or early years setting with a similar context Experience of specific SEND needs and appropriate support strategies Experience of teaching a whole class 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> High expectations which motivate and nurture children Ability to engage children with learning in an age-appropriate way Understanding and commitment to Equal Opportunities Understanding of child development and learning 	<ul style="list-style-type: none"> Understanding of the early years' curriculum and other basic learning/national curriculum 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Ability to work well in a team Values-aligned & resilient Ability to work in a calm manner with children exhibiting behavioural difficulties Flexible Motivated and enthusiastic Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy Energy to make learning engaging 	<ul style="list-style-type: none"> Ability to think clearly and remain calm in emergency situation 	<ul style="list-style-type: none"> Application Interview References

Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire.

Founded in 2016, Impact Education Multi Academy Trust consists of ten academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer



Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform, which gives access to a range of benefits outlined below:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice is really important to us. We complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



To arrange a visit to Warley Road Academy or find out more about the role, please contact Andy Meehan on 01422 353724

For further information about Impact Education MAT, please visit our website: www.i-mat.org.uk

Impact Multi Academy Trust is committed to the welfare and safety of all our pupils and as such DBS and employment checks will be carried out.

How To Apply

Please apply via MyNewTerm at the following link:

<https://mynewterm.com/jobs/146677/EDV-2026-WRPA-27100>