

Recruitment Pack

Higher Level Teaching Assistant
Richmond Hill Primary Academy





Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focused on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

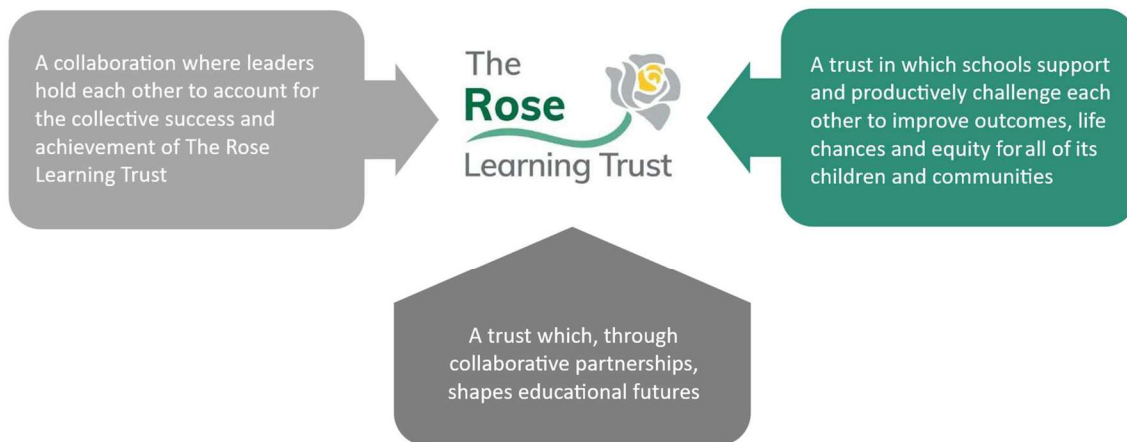
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

Jeremy Harris
Chief Executive Officer



Vision

Transforming Futures Collaboratively



Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

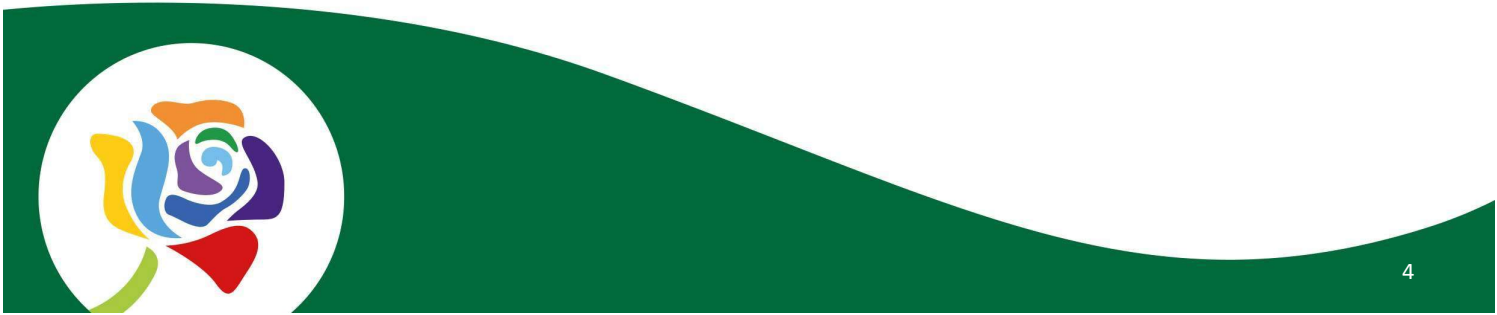
- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

	TRANSFORMING FUTURES COLLABORATIVELY				
	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Excellence	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	





Higher Level Teaching Assistant Advert Information

Post	Higher Level Teaching Assistant
Contract type	Fixed term from 1 September 2026 to 31 August 2027
Grade	NJC Grade 6, £26,508.63 - £28,704.44 Actual pro-rated salary £23,038 per annum
Hours	37 hours per week, Monday to Friday, term time plus 5 days
Reporting to	Principal
Location	Richmond Hill Primary Academy, Melton Road, Sprotbrough, Doncaster DN5 7SB
Commencement date	1 st September 2026
Closing date	31 st May 2026
Shortlisting date	TBC
Interviews	TBC

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Richmond Hill Primary Academy is looking to appoint a highly motivated and creative professional to join our school. A vacancy exists for a hardworking and dedicated Higher Level Teaching Assistant to join our School.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.





The Higher-Level Teaching Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

The successful candidate will:

- Be able to work flexibly towards changing deadlines
- Be able to prioritise their work
- Have a pleasant manner
- Having empathy with children
- Good interpersonal skills
- Work well individually and as part of a team
- Be able to co-ordinate contractors and oversee

We can offer in return:

- A friendly, caring school which is central to the community
- An inclusive ethos with enthusiastic and motivated learners
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are
- A dedicated and supportive team who create an ethos of success for both staff and pupils
- Supporting hard-working staff with shared expectations
- Forward thinking, collaborative team
- Leadership with a strong emphasis on the support and well-being of staff
- Excellent professional development opportunities across a growing Multi Academy Trust
- Wonderful pupils and parents who support the school in all that it does

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the school office on 01302 782421.

For further information about this role please ring Mrs. Sally Harmer, School Business Manager, on 01302 782421.

To apply use the link below:

<https://mynewterm.com/jobs/140585/EDV-2026-RHPA-66932>





This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barringservice-check.

In line with our safer recruitment policy two references will be sought before we interview.

We are committed to equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.





Higher Level Teaching Assistant

Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

Employment details

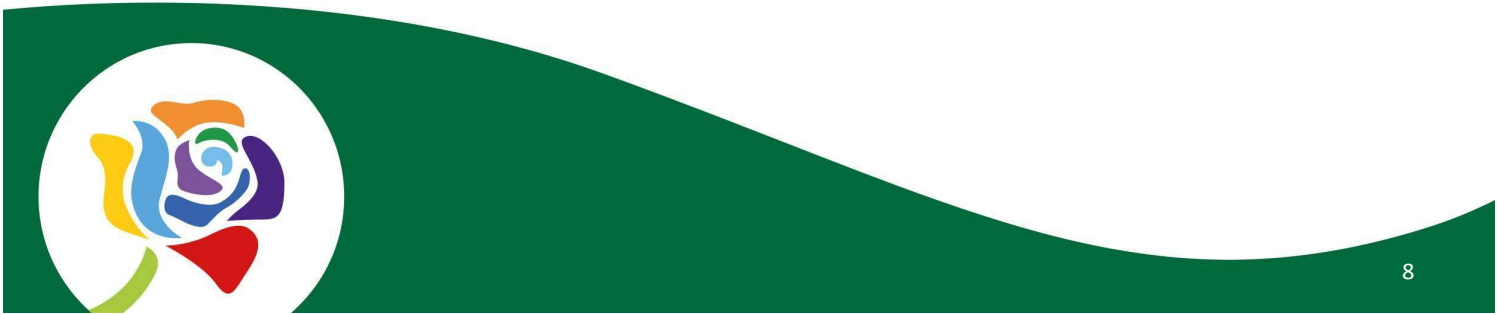
Job title:	Higher Level Teaching Assistant
Reports to (job title):	Principal
Grade and Salary	NJC Grade 6, £26,508.63 - £28,704.44 Actual pro-rated salary £23,038 per annum
Contract Type	Fixed term from 1 September 2026 to 31 August 2027 37 hours per week, Monday to Friday, term time plus 5 days

Job Purpose:

Main purpose of the post
To work as part of a team within school/educational setting to promote the learning and welfare of pupils by providing regulated activity, practical and learning support to pupils, including those with special needs under the direction of a class teacher.

Duties and Responsibilities:

Overall responsibility
<ul style="list-style-type: none"> To supervise and support pupils in mainstream classroom work across all areas of the curriculum and across the whole school from Reception through to Year 6. To cover for teacher’s PPA or a short-term absence including lesson planning, delivery and marking and ensure accurate recording of achievements and progress. Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils’ skills.





- To assist the teacher in the raising of attainment by ensuring that all pupils have equal opportunity to fulfil their full potential and work as a member of the team to ensure a high standard of education provision for pupils.
- To manage records, information and data producing analysis and reports.
- To manage the behaviour of pupils in accordance with the school's behaviour and relationships and inclusion policies.
- To liaise with teaching staff/SLT regarding work set in class and inclusion staff where necessary.
- To record pupil attendance in lessons.
- To answer pupils' queries regarding the instructions left by the usual Class Teacher.
- To ensure classes enter and exit in an orderly fashion.
- To ensure that classes are left tidy and ready for the next lesson/day after dismissing the class.
- To ensure the mental wellbeing and health and safety of pupils is at the forefront of every activity.
- To support year groups with their administrative requirements as directed by SLT.
- To help secure and sustain high quality teaching and learning within the school.
- To help support within the framework of the role of the learning process to enable the teachers to reach their appropriate outcomes.
- To identify additional learning needs within role where appropriate.
- Communicating with relevant staff, which may enhance learning and teaching
- Attending training events and meetings which relate to your role, both internally and externally.
- To apply and understand the school's vision, mission, statement and policies.
- When not in class as a HLTA to act as a Learning Support Assistant in line with the Job Description for this role.





- Promote the safety and wellbeing of the children and young people
- Ensure that the school's Child Protection and Safeguarding policies, security and confidentiality procedures are adhered to.
- Assist with routine clerical tasks, classroom organisation and displays
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils within the Academy
- Clear away resources and materials after sessions
- Supervision of children on some visits/activities
- Undertake professional development and training activities as appropriate
- Contribute to the achievement of and help to maintain the Academy vision, aims and values
- Assist with the implementation of SEN Support/Behaviour Plans and Intimate Care Plans where necessary
- Assist with pupil pastoral issues

Other responsibilities

- Any other duties required by the principal, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of responsibilities will be reviewed on a yearly basis and may be amended by the principal at any time after consultation.





The post holder must always comply with the trust's staff code of conduct.

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.

All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.



Higher Level Teaching Assistant Person Specification

PERSON SPECIFICATION AF – Application Form CQ – Certificate of Qualification I – Interview	Essential	Desirable	How Identified
Qualifications and Training			
GCSE maths and English A-C or equivalent	X		CQ
First Aid Certificate		X	CQ
Recent in-service training relevant to the post		X	CQ
Teaching Assistant Qualification		X	CQ
Relevant Experience			
Previous experience working with children in a Primary setting.	X		AF/I
Experience of working as part of a team.	X		AF/I
Knowledge and experience of the National Curriculum		X	AF/I
Experience of planning and delivering lessons that supports progress across all areas of learning		X	AF/I
Experience of working with children with additional needs		X	AF/I



Experience of delivering specific intervention programmes to groups of pupils		X	AF/I
Knowledge and Skills			
Good interpersonal and communication skills	X		AF/I
Good organisational skills	X		AF/I
An understanding of Child Protection Procedures	X		AF/I
Commitment to inclusion, equal opportunities and fairness	X		AF/I
Working knowledge of general policies and procedures applicable to school		X	AF/I
Excellent literacy/ numeracy/oracy skills		X	AF/I
Working knowledge of the national curriculum and relevant learning programmes		X	AF/I
Personal Qualities			
Ability to relate well to children, staff and parents	X		I
Ability to self-evaluate own practice and learning needs	X		I
A calm, pleasant and sympathetic manner	X		I
Ability to work as part of a team and flexible	X		I



To keep abreast of local and national initiatives in education and willingness to attend appropriate training courses		X	I
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection	X		AF/I

