



**Severn Bridges**  
Multi-Academy Trust

**Mount Pleasant Primary School**

**Higher Level Teaching Assistant (HLTA)  
Recruitment Pack**



# Severn Bridges Multi-Academy Trust



## Mount Pleasant Primary School HLTA Role Recruitment Pack



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# Mount Pleasant Primary School

## HLTA Role



### About our School

#### Headteacher's Welcome

Mount Pleasant Primary School and Nursery is a wonderful place to work and learn. It's a place where children thrive.

We are lucky to have excellent facilities which we make the most of, especially our outdoor provision and Forest School area, which is the envy of many other local schools!

Visitors find a happy and purposeful learning environment where children's level of engagement in their learning is high, as are our expectations of them. We have a fantastic team of staff who are dedicated to achieving the best outcomes for our pupils in all areas – not just in academic performance. We strive to develop our pupils' knowledge and skills across the curriculum and to support them to become resilient, thoughtful, creative and independent – preparing them for life. We are constantly seeking to develop and improve, to ensure that we are delivering the best possible opportunities for our pupils. We work closely with pupils, parents, governors and colleagues in the other two schools in our Multi-Academy Trust to ensure that we keep this at the forefront of everything we do.

We work hard here but we also have a lot of fun. I am proud to be Head of such a super school.

Alison Benge - Headteacher

#### Pupils' Welcome

Welcome to our extraordinary school where children have fun and learn every day.

During our school day we are together learning the most important things in life whilst still having the best time. You will be amazed by our wonderful forest school area and outdoor learning spaces. We have fantastic teachers and hardworking pupils at our school who are all happy to spend their time at Mount Pleasant every day. We work as a team to follow the 'The Mount Pleasant Way' and make our school a happy environment to be in. There is an after school club called 'Twilight' and lots of other fun clubs you can go to.

We are extremely proud to be part of this brilliant school.

Mount Pleasant School Council



# Mount Pleasant Primary School

## Early Years Teaching Assistant

### Level 3



## Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.

Andrew Morris CEO



**Severn Bridges**  
Multi-Academy Trust



**Greenfields**  
Primary School



**Mount Pleasant**  
Primary School & Nursery



**Radbroke**  
Primary School



**Sundorne**  
Infant School & Nursery



**Harlescott**  
Junior School

# Mount Pleasant Primary School

## HLTA Role

### About the Role

The Governors wish to appoint an enthusiastic and versatile HLTA to join our dedicated team. This is a pivotal role where you will support high-quality teaching and learning across the school, providing cover for PPA time and leading small-group interventions.

#### Key Responsibilities

**Class Lead:** Plan and deliver learning activities to whole classes during teacher PPA or short-term absences.

**Interventions:** Lead targeted intervention groups in Literacy and Numeracy to close attainment gaps.

**Assessment:** Monitor pupil progress, providing detailed feedback to class teachers and contributing to the planning cycle.

**Inclusion:** Work closely with the SENCo to support pupils with additional needs, ensuring every child can access the curriculum.

#### Who We Are Looking For

We want someone who is resilient, creative, and deeply committed to the well-being of children.

#### You should have:

The HLTA Status (or be a qualified teacher looking for a different pace).

Excellent classroom management skills and the ability to adapt to different year groups (EYFS–KS2).

Strong communication skills to build rapport with parents, staff, and external agencies.

A "can-do" attitude and a sense of humour!

#### Why Join Mount Pleasant Primary?

A warm, welcoming school community.

A commitment to your professional development and clear pathways for career progression.

We welcome new ideas and enthusiasm

A supportive leadership team that prioritises staff wellbeing.



# Mount Pleasant Primary School

## HLTA Role

**The Post:** HLTA

**Contract Type:** Term Time, Fixed term contract until 31<sup>st</sup> December 2026

**Hours :** 18 hours a week. 3 days these can be flexible but must include a Wednesday

**Work Base:** Mount Pleasant Primary School

**Required :** ASAP

**Closing Date:** Wednesday 4<sup>th</sup> Feb @ 9.00am

**Interviews:** Friday 13<sup>th</sup> February



**Grade :** Grade 7 scp 12 – 17

**Salary :** £11,630 – £12,619 actual pa

**Hours :** 18 hours a week 3 days a week.

These days are flexible but must include a Wednesday.

8.30am – 3.30pm – 30 mins lunchbreak

### Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

### Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: [www.severnbridgesmat.co.uk/our-policies/](http://www.severnbridgesmat.co.uk/our-policies/)

### How to apply

All applications should be made online through MYNEWTERM. Please refer to the vacancy page on the school website [www.mountpleasant.shropshire.sch.uk](http://www.mountpleasant.shropshire.sch.uk) and click onto the vacancy where you will be able to apply directly. CVs will not be accepted.

### Visits

Applicants are welcome to come and visit the school. Please telephone or email the school to book your visit. The phone number is 01743 249135 and email address is [admin@mountpleasantsbmat.com](mailto:admin@mountpleasantsbmat.com)

# Mount Pleasant Primary School

## HLTA Role

### Job Description

**Post title:** Higher Level Teaching Assistant (HLTA)

**Grade :** Grade 7 scp 12-17

**Hours:** 18 hours per week, Term Time only

**Location:** Mount Pleasant Primary School

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

#### **Purpose of Post**

Working under the guidance of the teaching staff and nominated teaching assistants and within an agreed system of supervision, to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for individual Education Health Care Plans (EHCP's). This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Work with pupils will be carried out in or out of the classroom.

In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision. This may involve planning, preparing, and delivering learning activities for individuals / groups or short term for whole classes, and monitoring pupils and assessing, recording, and reporting on pupils' achievements, progress and development.

Additionally, will also supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

# Mount Pleasant Primary School

## HLTA Role

### Job Description

#### **Principal Duties and Responsibilities**

##### **Support for Pupils**

- Attend to pupils' personal needs, and assist with the development and implementation of Individual Education/Behaviour/Support/Mentoring Plans and Personal Care Programmes/strategies.
- Take a lead role in the supervision and support pupils with special needs and manage the supervision of those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills/training/experience to assess the needs of pupils and support their learning.
- Take a lead role in managing and delivering pastoral support to pupils, and assist in their social, health, and hygiene development.
- Arrange and develop 1:1 mentoring arrangements with pupils.
- Take a lead role in managing the speedy/effective transfer of pupils across phases/integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance.

# Mount Pleasant Primary School

## HTLA Role

### Job Description

#### **Support for the Teacher**

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use their area of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/resources/materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage the compilation of records, information, and data and produce reports for analysis.
- Administer and assess routine tests, invigilate exams, undertake routine marking of pupils' work, and accurately record achievement/progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical/admin, support eg. dealing with correspondence, analysing data on attendance/exclusions etc. administering coursework, producing worksheets for agreed activities, photocopying, typing, filing etc.
- Take a lead role in the development, implementation, and monitoring of systems related to attendance and integration. Eg registration, attendance, pastoral systems etc.
- Manage liaison with feeder schools and other relevant bodies to gather pupil information.
- Take a lead role in the development and implementation of appropriate behaviour management strategies
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

# Mount Pleasant Primary School

## HLTA Role

### Job Description

#### **Support for the Curriculum**

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies eg. Literacy, numeracy, early years etc. as directed by the teachers.
- Support pupils in using ICT, and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment/resources as directed by the teacher, and assist pupils in their use.
- Be responsible for the management of stock levels within an agreed budget, and undertaking audits as required.
- Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.
- Use allocated time to devise clearly structured activities that interest, motivate learners, and advance their learning.
- Plan how they will support the inclusion of pupils in learning activities

#### **Other Responsibilities**

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

#### **Safeguarding**

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

#### **Other Duties**

Any other duties that the Headteacher, CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

# Mount Pleasant Primary School

## HLTA Role

### Person Specification



**Severn Bridges MAT**

#### **Person Specification – Higher Level Teaching Assistant (HLTA) Grade 7 scp 12-17**



<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good standard level of education. 5 GCSE's or equivalent, including at least grade 4 (previously grade C) in Maths and English Higher Level Teaching Assistant (HLTA) status Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy and Numeracy for Support Assistants)	First Aid qualification Makaton
<b>Work or relevant experience</b>	At least 6 years relevant experience working in an educational setting Experience of classroom administration support Ability to plan and organise effectively Ability to work with small groups or an individual pupil. Ability to supervise a whole class	
<b>Knowledge and understanding</b>	An in-depth and detailed knowledge of school based education including child development National learning strategies including Literacy and Numeracy Knowledge of guidance and requirements around safeguarding children Non-school based support agencies	

# Mount Pleasant Primary School

## HLTA Role

### Person Specification

<b>Skills and Abilities</b>	Good communication skills and ability to relate well to children, staff and parents Active listening skills Evidence of working well as part of a team Good ICT skills or the willingness to update skills and undertake further training Ability to plan, prepare and deliver learning activities for a group or class of children Line management skills Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice Sufficiently fluent in spoken English to ensure effective performance in the role.	Specialist skills, training or experience eg. Art, Music, ICT etc
<b>Personal Qualities</b>	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training The ability to remain calm in stressful situations Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children.	
<b>Special Conditions</b>	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	

# Mount Pleasant Primary School

## HLTA Role

### Person Specification

	Ability to bring to the role, initiative, enthusiasm and commitment A flexible approach towards working practices. Willingness to develop skills with further training	
<b>Special Conditions</b>	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	