



Applicant Pack

HIGHER LEVEL TEACHING ASSISTANT (HLTA)
IN LEARNING GATEWAY





Dear Candidate

Thank you for your interest in the position of Higher Level Teaching Assistant in our Learning Gateway at The Trafalgar School at Downton.

The Trafalgar School at Downton is a friendly, rural secondary school, set in the historic village of Downton on the edge of the New Forest. As well as working for the community at Trafalgar, many of our staff choose to live within the surrounding towns and villages, as part of the community they serve.

At The Trafalgar School every individual matters, irrespective of background and ability. We believe in the unlimited potential of every child and have developed a well-deserved reputation for delivering high quality teaching and learning within a caring and nurturing environment. This results in some exceptional outcomes for our students – both academic and more holistically.

Our school ethos is built firmly on our values and vision for young people, on which further information can be found in the enclosed recruitment information and on our website. Our aim is to develop open-minded, flexible, resilient individuals, with the skills and attitudes to be successful in tomorrow's society. Empowering young people to be the source of their own success, is our commitment in enabling our students towards a life fulfilled.

The exciting newly created role of Learning Gateway HLTA is a position that sits at the heart of our commitment to nurturing every young person's wellbeing, confidence, and readiness to re-engage with learning. This is an exceptional opportunity to make a profound difference to students who are experiencing barriers such as anxiety, EBSA, low mood, or other challenges that impact their ability to thrive in a busy school environment. As part of our dedicated Learning Gateway team, you will build strong, trusting relationships, provide expertly tailored emotional and academic support, and play a central role in helping students rediscover their strengths, reconnect with their learning, and take steady steps toward reintegration into the mainstream classroom. If you are compassionate, resilient, and passionate about inclusion—and if you believe deeply in the power of relational practice to transform a young person's school experience—we would be thrilled to hear from you.

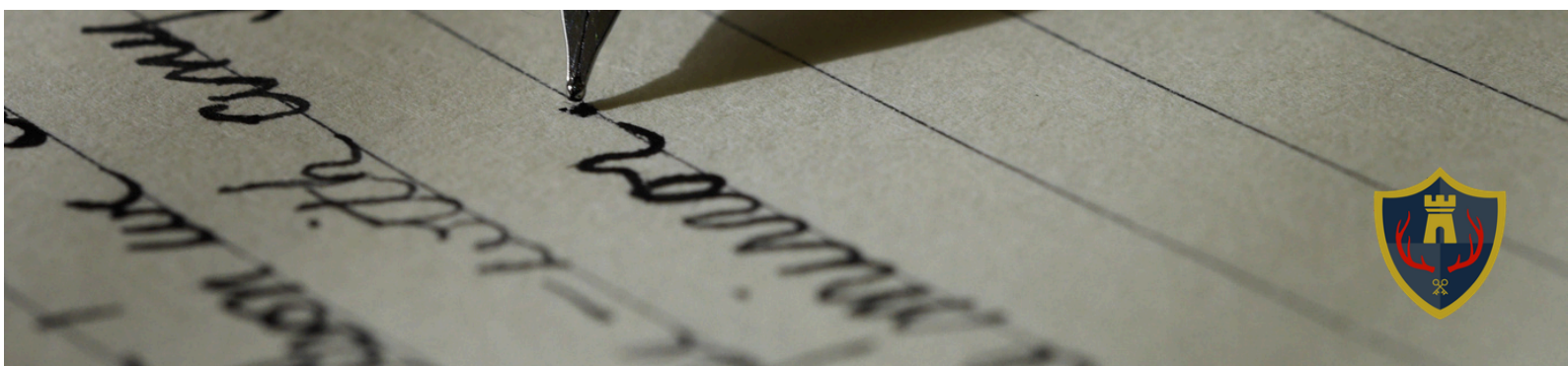
Further information about our school can be found on our website www.trafalgarschool.com and our Facebook page.

To apply for this position, you should apply via My New Term; click on the advert on our school website. The start date of this position is April/May 2026, or as soon as possible for the correct candidate.

I hope the information contained in this recruitment pack gives you a sense of our ethos and value. Should you require any further information, please contact Rachel Reeves, Operations Manager by email; r.reeves@trafalgar.wilts.sch.uk or telephone 01725 550334.

I very much look forward to receiving your application.

Jy Taylor
Headteacher





Our Purpose

OUR VISION FOR YOUNG PEOPLE

By the time they leave our school our young people will be able to communicate effectively. They will be able to solve mathematical and scientific problems. They will be able to express themselves creatively and imaginatively. They will have a strong sense of self, a sense of others and a sense of place. They will make informed choices that effect positively on their own wellbeing. They will ask questions, be reflective and adaptive; capable of thinking and acting for themselves and ready to join forces with others to achieve a goal. They will be positive in their mind-set and willing to face up to a challenge. Our young people will understand what is right and what is wrong, and stand up for equality and human rights. They will appreciate other cultures and traditions. Our young people will be thoughtful, caring and active citizens making a difference to their community and to society.



TOWARDS A LIFE FULFILLED

Empowering young people to be the source of their own success





Our Values

Our values define us and underpin our ambition of a life fulfilled through empowerment.

These values apply to our staff, as well as to our student community, so we seek a colleague who is:

Respectful

We treat people, including ourselves and our environment, with respect. We show consideration of other people's feelings and wishes

Compassionate

We understand how other people feel and we support each other. We recognise when someone is struggling and we help them

Aspirational

We have strong desire to achieve greatness in everything we do. We are ambitious

Determined

We are focused to achieve, even when a task is difficult. We remain committed to our end goal until we complete it

Inclusive

We treat everyone fairly and equally and we understand that difference is something which makes society better

Integrity

We always do the right thing, even if no-one is watching

TOWARDS A LIFE FULFILLED

WHAT
ARE YOUR
VALUES



being Trafalgar

T30 Strategic Aims and Objectives



At The Trafalgar School at Downton, every student belongs, every voice matters, and every future is bright. Through inspiring teaching, a rich curriculum, and a compassionate community, we nurture confident learners, empower great people, and shape a safe, aspirational future for all.

Our school is on an exciting journey, energised by continuous improvement. This is shaped by the MLP Pathways to Excellence framework and tangible in the five strands of our T30 Strategy which sets out our vision for The Trafalgar School in 2030.

Our purpose is to empower students to be the source of their own success. To achieve this, we have set out five areas of priority:

GREAT COMMUNITY

At The Trafalgar School, every voice matters and every person belongs. Rooted in respect and compassion, we are a joyful, united community where students and staff flourish, lead, and make a lasting difference in the world around them

GREAT EXPERIENCES

Through inspiring learning, rich opportunities, and a curriculum that broadens horizons, The Trafalgar School empowers every student to discover passions, build confidence, and shape their own future with purpose.

GREAT OUTCOMES

We believe in every learner. Through aspiration, care, and determination, Trafalgar students achieve exceptional outcomes—ready to thrive in whatever path they choose, with resilience and a love of learning for life.

GREAT PEOPLE

Trafalgar is a place where people grow. We invest in our staff, value every role, and build a culture of trust, collaboration, and lifelong learning—because great people make great schools.

GREAT FUTURE

We safeguard dreams by building strong foundations. At The Trafalgar School, we plan boldly, act wisely, and embrace innovation—so every child's future is safe, bright and full of possibility.





Terms of position

- **Position:** Permanent
- **Grade:** MLP Grade F point 9
- **Salary:** actual £11,087 FTE £ 27,254
- **Hours:** 17.5 hours per week
- **Working pattern:** Monday - Friday 11.45pm - 3.15pm
- **Working weeks:** 39
- **Paid weeks:** 44.85
- **Responsible to:** Deputy Headteacher

Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes - Teacher Pension Scheme and Local Government Pension scheme
- Cycle to Work scheme
- Wiltshire rewards
- Benenden Healthcare scheme
- Discounted gym membership at Parkwood, Salisbury
- Employee assistance phone line - support with health, financial and legal issues
- Teacher laptops



Recruitment Equity



Safer Recruitment

The Trafalgar School is committed to the safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

Diversity

The Trafalgar School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the requirements of the Person Specification (evidenced in the Application Pack) will be taken forward from application.

Interview

Those shortlisted will be invited to attend an interview process which may include (post dependant), lesson observations, tasks or role specific activities; further shortlisting may take place after lesson observations for teachers prior to moving forward to formal interview with the Headteacher. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in the application form.

References

References from current employers will be taken for shortlisted candidates, and where necessary, employers may be contacted to gather further information.

Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the Academy with the opportunity to monitor and review the performance of new staff and in terms of their commitment to safeguarding and relationships.