

# Brampton The Ellis C of E Aided Primary School

Brampton Road, Wath Upon Dearne, Rotherham, South Yorkshire

# Higher Level Teaching Assistant



DIocese OF SHEFFIELD  
BRAMPTON  
'THE ELLIS'



C OF E (AIDED) PRIMARY SCHOOL  
KEY STAGE TWO

# Application Pack

RECEPTION

## Higher Level Teaching Assistant (HLTA)

### Purpose of the Role

To support high-quality teaching and learning across the school by delivering planned lessons, working with individuals and groups of pupils and contributing to pupil progress, attainment and wellbeing.

The HLTA will work collaboratively with teaching staff, support staff and families to ensure all pupils are supported to achieve their full potential.

### Key Responsibilities

#### Teaching and Learning Support

The postholder will:

- Plan, prepare and deliver learning activities for individuals, groups and whole classes.
- Provide teaching cover when required.
- Work collaboratively with teachers to support curriculum delivery.
- Adapt teaching approaches and resources to meet individual needs.
- Assess, monitor and record pupil progress.
- Use assessment information to inform future learning.
- Support pupils in accessing the curriculum in line with the SEND Code of Practice.
- Identify opportunities to improve pupil performance and outcomes.

#### Working within School

The postholder will:

- Work collaboratively with teaching staff and other support staff.
- Contribute to planning, preparation and evaluation of learning.
- Contribute to meetings and school processes as required.
- Support colleagues by sharing knowledge, skills and best practice.

## Safeguarding, Attendance and Pupil Welfare

The postholder will:

- Work in line with school safeguarding procedures and policies at all times.
- Promote the welfare, wellbeing and safety of all pupils.
- Support pupils' social, emotional and behavioural needs.
- Promote positive behaviour in line with school policies.
- Recognise and respond appropriately to any safeguarding concerns.
- Contribute to a safe, inclusive and supportive learning environment.

## Pupil Engagement and Inclusion

The postholder will:

- Support pupils to access learning across the curriculum, adapting activities to meet the needs of all learners, including those with SEND.
- Provide targeted support to individuals and groups of pupils.
- Deliver tailored interventions to support pupil progress and wellbeing.
- Promote independence, confidence and resilience in pupils.
- Build positive, supportive relationships that support engagement and learning.

## Working with Families

The postholder will:

- Communicate effectively and sensitively with parents and carers.
- Recognise the importance of parental engagement in supporting pupil development.
- Support communication between school and home where appropriate.
- Work with families to support pupil's wellbeing and engagement.

# Job Description

## Wider Professional Responsibilities

The postholder will:

- Contribute to the ethos, values and wider life of the school.
- Maintain professional relationships with staff, pupils and stakeholders.
- Participate in meetings, training and professional development.
- Promote equality, inclusion and high expectations for all pupils.
- Work within school policies and procedures at all times.
- Undertake other duties appropriate to the role as directed by the Headteacher.

The post holder's duties must be carried out in compliance with the school's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other school policies.

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 particular responsibilities will be reviewed on a yearly basis and may be amended by the Headteacher at any time after consultation.

**The post holder must always comply with the school's code of conduct.**

# Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I - interview R - references
HLTA status	✓		A
Meet HLTA standards	✓		A
Evidence of continuous professional development	✓		A, I
Safeguarding training	✓		A, I
First aid training		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I - interview R - references
Experience working in a school setting	✓		A, I
Experience working effectively with pupils across a diverse range of abilities	✓		A, I
Experience teaching individuals, groups and classes	✓		A
Experience supporting pupil development and progress	✓		A, I
Experience of multi-agency working		✓	A, I
Experience of line managing support staff		✓	A, I, R

KNOWLEDGE AND SKILLS	Essential	Desirable	Source A- application I - interview R - references
Secure understanding of how children learn and progress	✓		A, I, R
Knowledge of HLTA standards	✓		A, I
Understanding of safeguarding requirements	✓		A, I
Knowledge of curriculum including EYFS, phonics and the National Curriculum	✓		A, I
Strong literacy and numeracy skills	✓		A, I
Effective communication skills	✓		A, I, R
Good organisation and time management	✓		A, I, R
Understanding of the SEND Code of Practice		✓	A, I

# Person Specification

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PERSONAL AND PROFESSIONAL ATTRIBUTES	Essential	Desirable	Source A- application I- interview R- references
Ability to build positive relationships	✓		A, I
Able to work independently and as part of a team	✓		A
Reliable, flexible and organised	✓		A, I
Empathy and sensitivity towards pupils	✓		A, I
Commitment to safeguarding and pupil welfare	✓		A, I, R
Professional integrity and honesty	✓		A, R
Commitment to inclusion and equality	✓		A, I
Ability to motivate and inspire others	✓		I, R

## Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education of their pupils their first concern, will be accountable for achieving the highest possible standards in work and conduct. Act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as up-to-date and will be self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

We are delighted that you are considering applying for a position at our school. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

## How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

## Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

## Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

## Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

## Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

## Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

## Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.