




## Recruitment Pack

# Morgan's Vale and Woodfalls CE Primary School

Higher Level  
Teaching Assistant  
(HLTA)





June 2026

Dear Applicant,

Thank you for your interest in the position of Higher Level Teaching Assistant (HLTA) at Morgan's Vale & Woodfalls Church of England Primary School.

We are a small, friendly village school serving the communities of Redlynch, Lover, Woodfalls and Morgan's Vale. Rooted in strong Christian values, we are proud of our nurturing environment, our high expectations and our commitment to ensuring that every child feels safe, valued and supported throughout their school journey.

We are seeking a calm, capable and enthusiastic HLTA to join our team. The successful candidate will play a key role in supporting high-quality teaching and learning across the school, including delivering lessons during teachers' planning, preparation and assessment (PPA) time. You will work closely with class teachers to ensure continuity, maintain high expectations and create a positive, purposeful learning environment for all pupils.

We are looking for someone who:

- Builds warm, respectful relationships with pupils
- Can lead learning confidently and manage a classroom effectively
- Adapts teaching to meet the needs of all learners, including those with SEND
- Demonstrates professionalism, reliability and a commitment to inclusive practice
- Contributes positively to our school community and Christian ethos

Visits to the school are warmly welcomed. If you would like to arrange a tour or have an informal conversation about the role, please contact the school office on 01725 510740.

Yours sincerely,  
Mrs Polly Bailey  
Headteacher

# Salary

**Salary:** Grade H

**Hours:** 11 hours per week (timings to be discussed with applicants) Term time only

**Contract:** Permanent

# Benefits

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

- Pension schemes
- Cycle to work scheme
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)



# Recruitment Equity

## Safer Recruitment

Morgan's Vale and Woodfalls Primary School is committed to the safeguarding and promoting the welfare of our pupils 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

Morgan's Vale and Woodfalls Primary 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.

## Interview

Those shortlisted will be invited to attend an interview. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

## References

References from current employers will be requested for shortlisted candidates prior to interview 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.



# Job Description

**Job Title:** Higher Level Teaching Assistant (HLTA)

**Responsible to:** Headteacher

**Salary Pay Range:** Grade H

## Duties and Responsibilities

- **Build positive, professional relationships with pupils**, promoting confidence, independence and engagement in learning.
- **Adapt communication and teaching approaches** to meet the individual needs of pupils, including those with SEND.
- **Work closely with the SENDCo and teaching staff** to deliver effective interventions that support progress in teaching and learning.
- **Provide high-quality classroom cover**, including **delivering lessons during teachers' planning, preparation and assessment (PPA) time**, following planning and ensuring continuity of learning.
- **Lead whole-class learning confidently**, maintaining high expectations for behaviour, participation and outcomes.
- **Support quality-first teaching** through modelling, scaffolding, targeted support and effective use of assessment.
- **Deliver aspects of personal care** to identified pupils, as directed by the SENDCo, ensuring dignity and respect at all times.
- **Demonstrate flexibility**, adapting to changing needs and approaches as required by the school.
- **Promote the welfare and safeguarding of all pupils**, understanding the issues surrounding child protection and the safeguarding of young people.
- **Work in line with statutory safeguarding guidance**, including *Keeping Children Safe in Education* and *Prevent*, and follow all school safeguarding policies and procedures.
- **Uphold and promote the school's aims, Christian values and ethos**, modelling respect, kindness and high expectations.
- **Play an active role in the daily life of the school**, contributing positively to the wider school community.

## General Expectations

- Maintain confidentiality and professionalism at all times.
- Attend relevant training, including safeguarding, first aid and HLTA-specific CPD.
- Contribute to the positive ethos of the school and support its Christian values.