Higher Level Teaching Assistant

We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE

Chief Executive Officer

Visions and Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence. Only our best is good enough.

This is us. Humber Education Trust.



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Where everybody counts, every moment matters.

Higher Level Teaching Assistant

HIGHER LEVEL TEACHING ASSISTANT
NEASDEN PRIMARY SCHOOL

Grade & Scale point:	8, SCP 25-28
Salary:	£37,562 - £40,444 FTE, £18,558 - £19,982 Actual £19.47 - £20.97/hr
Hours of work:	21 hours per week, 3 days a week 8.15am – 3.45pm
Contract:	Fixed Term till 31 August 2027 Term time + 5 days (195 days per year)
Start date:	5 January 2027

Neasden Primary School are looking to appoint an enthusiastic and motivated Higher Level Teaching Assistant on a permanent basis to join our hardworking and successful team.

We welcome applications from experienced HLTA's and those new to the role. Ideally, they will be a dynamic and highly motivated team player who is ready for the next stage in their career. With a proven track record of supporting and enhancing the quality of teaching and improving outcomes for pupils, they will be an excellent role model for staff and children.

Neasden Primary is part of Humber Education Trust. Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. If you believe in the children of Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

JOB REQUIREMENTS

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
- Plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Assist with the development and implementation of Individual Education / Behaviour Plans and Personal Care programmes

THE SUCCESSFUL CANDIDATE WILL HAVE:

- GCSE English and Maths Grade A-C (or Functional Skills Level 2 equivalent)
- HLTA status (or QTS)
- Understanding of National Curriculum, EYFS Guidance and other codes of practice e.g. SEN, Equalities, Safeguarding
- Effective use of ICT to support teaching and learning
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

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Higher Level Teaching Assistant

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our trust-wide teaching and development programmes and communities of practice.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

HOW TO APPLY:
Please visit our Eteach Careers page to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Monday 23 November 2026
Interview date: TBC

Visits to the school are encouraged, please ring to make an appointment.

If you have any queries regarding the role or application process, please contact Courtney Thickett, HR Administrator, at Neasden Primary School on Tel: 01482 791169.

As part of Humber Education Trust's recruitment processes, in accordance with statutory Keeping Children Safe in Education guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:
Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks. Shortlisted candidates will be subject to an online search and required to complete a self-declaration of their criminal record.

SAFEGUARDING STATEMENT:
Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Higher Level Teaching Assistant

SCHOOL: Neasden Primary School **GRADE:** 8

JOB TITLE: Higher Level Teaching Assistant **JE NUMBER:** HET63

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE: To complement the professional work of teachers by taking responsibility for learning activities under the professional direction and supervision of a qualified teacher. This will 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 pupil's achievement, progress and development. Responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal and training.

PRINCIPAL ACCOUNTABILITIES:	
SUPPORT FOR PUPILS	
1	Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
	Establish productive working relationships with pupils, acting as a role model and setting high expectations
	Assists with the development and/or implementation of Individual Education, Behaviour Health/medical Plans and Personal Care programmes as per school policies and procedures
	Promote the inclusion and acceptance of all pupils within the classroom
	Support pupils consistently whilst recognising and responding to their individual needs
	Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
	Promote independence and employ strategies to recognise and reward achievement of self-reliance
	Provide feedback to pupils in relation to progress and achievement
SUPPORT FOR TEACHERS	
2	Organise and manage appropriate learning environment and resources
	Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
	Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
	Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence

	Record progress and achievement in lessons/activities systematically and provide evidence of the range and level of progress and attainment
	Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
	Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
	Administer and assess/mark tests and invigilate exams/tests
	Produce lesson plans, worksheets, plans etc.
SUPPORT FOR THE CURRICULUM	
3	Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs
	Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
	Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
	Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
	Advise on appropriate deployment and use of specialist aid/resources/equipment
SUPPORT FOR THE SCHOOL	
4	Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
	Contribute to the overall ethos/work/aims of the school
	Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
	Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils
	Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
	Deliver out of school learning activities within guidelines established by the school
	Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
LINE MANAGEMENT RESPONSIBILITIES:	
5	Manage Teaching Assistants
	Liaise between Senior Leadership Team/Teaching staff and Teaching Assistants

	Hold regular team meetings with managed staff
	Represent Teaching Assistants at teaching staff/management/other appropriate meetings
	Undertake recruitment/induction/appraisal/training/mentoring for other Teaching Assistants
CHALLENGES AND KEY FEATURES	
6	To help raise standards of learning for pupils
	To develop and maintain positive relations with pupils and parents/carers
	To be committed and motivated to the objective of raising achievement in the school
	To have a flexible approach to work as the postholder may be required to alter their hours to meet the operational needs of the school.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

DIMENSIONS:

1. Responsibility for Staff:
Manage other Teaching Assistants

2. Responsibility for Customers/Clients:
Liaise between Senior Leadership Team/Teaching staff and Teaching Assistants

3. Responsibility for Budgets:
None

4. Responsibility for Physical Resources:
Responsible for resources used and ensuring they are securely stored.

WORKING RELATIONSHIPS:

INTERNAL
All school staff, pupils, parents, governors, the community

EXTERNAL
Educational support staff, educational support services, other schools and educational establishments, the Council, other public services and community representatives

Higher Level Teaching Assistant

DECISION MAKING:
Makes decisions in connection with all principal accountabilities listed, within current school policies and procedures.

ORGANISATION CHART:
Headteacher ↓ **Higher Level Teaching Assistant** ↓ **Teaching Assistants**

	Not applicable	Low	Moderate	High	Very High	Intense
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).			✓			
WORKING CONDITIONS: Working Conditions **–** (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).			✓			
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.			✓			

Higher Level Teaching Assistant

PERSON SPECIFICATION

	The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. **Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation*	**Essential**	**Desirable**	**How identified**
1.	**Qualifications:**			
	HLTA status (or QTS) / graduate interested in pursuing a career in teaching	✓		AF, CQ
	Level 2 qualifications in maths/numeracy and English/literacy (inc. GCSE)	✓		AF, CQ
2.	**Relevant Experience:**			
	Ability to demonstrate the HLTA standards	✓		AF, I, R
	Experience of planning, evaluation and delivery of learning activities for children and young people in a formal setting	✓		AF, I, R
3.	**Skills (including thinking challenge/mental demands):**			
	Ability and willingness to undertake professional development	✓		AF, I
	Demonstrate leadership and line management skills		✓	AF, R
	Good IT skills to support learning and maintain electronic information systems.	✓		AF, I, R
	Good organisational skills	✓		AF, I
	Ability to demonstrate leadership and line management skills	✓		AF, I, R
	Empathy with children and young people.	✓		I, R
	Remain calm under pressure and adapt to change quickly	✓		AF, I
	Ability to effectively manage pupil behaviour in accordance with school policy and procedure.	✓		I, R
	Ability to work effectively as part of a team	✓		I, R
4.	**Knowledge:**			
	Knowledge of child protection, health and safety procedures and their application in a school setting	✓		AF, I, R
	Knowledge and understanding of the National Curriculum including literacy and numeracy strategies	✓		AF, I
	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	✓		AF, I
	Knowledge of how to adapt and deliver support to meet individual needs	✓		AF, I
	Understanding of effective teaching methods	✓		AF, I

Higher Level Teaching Assistant

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5.	**Interpersonal/Communication Skills: Verbal Skills**			
	Effective interpersonal and verbal communication skills	✓		I, AF, R
	Sensitivity and understanding, to help build good relationships with pupils	✓		I, R
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓		AF, I
	Written Skills			
	Effective written communication skills	✓		I, AF
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
6.	**Disclosure of Criminal Record:**			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement)	✓		DBS Disclosure

I have read and accept the role of Higher Level Teaching Assistant.

Name: Signed: Date:

Join Our Team

We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students

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