

Job Advert - St Aidan's VC Primary School - Together, Kind, Strong

We are recruiting:

Higher Level Teaching Assistant (Scale 5)

1 Year Fixed Term Contract

Start Date: ASAP

Closing Date: 28th November 2025 at noon

Interviews: 2nd December 2025

Are you passionate about making a difference in the lives of children? Do you want to work in a school where every pupil is valued and supported to thrive academically and personally?

St Aidan's VC Primary School, guided by our vision of "many members, yet one body," is seeking dedicated and caring individuals to join our team. We welcome applicants who are committed to inclusion, high standards, and supporting pupils from diverse backgrounds, including those with SEND, EAL, and additional needs.

What we offer:

A supportive and inclusive school community

Opportunities for professional development and career progression

A chance to contribute to a nurturing environment where pupils grow into confident, resilient learners

Key responsibilities:

Supporting pupils' learning, wellbeing, and inclusion

Assisting in the delivery of a broad and balanced curriculum

Contributing to positive behaviour management and safeguarding

Working collaboratively with staff, parents, and external professionals

You will:

Have a genuine commitment to supporting children's learning and development

Be a positive role model who promotes our school values

Work effectively as part of a team to support all pupils to achieve their potential

For more information and to apply, please contact: admin@staidansprimaryschool.org.uk

St Aidan's VC Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to an enhanced DBS check.

Person Specification

Higher Level Teaching Assistant (HLTA)

Criteria	Essential	Desirable
Qualifications	HLTA status or equivalent qualification	Further professional development in education
Experience	Proven experience supporting whole class teaching	Experience mentoring or leading other staff
Knowledge & Skills	Strong knowledge of the National Curriculum and SEND	Ability to plan, deliver and assess learning activities
	Effective behaviour management skills	ICT proficiency to enhance pupil learning
	Ability to work independently and collaboratively	
Personal Attributes	Commitment to school vision and values	Leadership skills
	Excellent communication and interpersonal skills	
	Commitment to safeguarding and inclusion	

St Aidan's VC Primary School

Job Description: Higher Level Teaching Assistant (HLTA)

Grade: Scale 5

Department: Schools

Responsible for: Small group and whole class teaching

Reporting to: Class Teacher / Senior Leadership Team

Purpose of the Role

Under the supervision of qualified teachers, the HLTA will support high-quality teaching and learning to raise standards across the school. This role involves working collaboratively with teaching staff in planning, delivering, and assessing learning activities, contributing to the inclusion and progress of all pupils, including those with SEND, EAL, and other additional needs. The HLTA will also occasionally supervise whole classes, ensuring continuity and consistency in the learning environment.

This role supports the school's vision of nurturing confident, ambitious, and resilient pupils, fostering a culture of inclusiveness and respect in line with our values of Together - *community, inclusiveness, Kind - kindness, peace, Strong - sustainability, resilience*

Main Duties and Responsibilities

Planning and Preparation

1. Collaborate with teachers in all stages of the planning cycle, including lesson planning, evaluation, and adjustment to meet pupil needs.

2. Prepare and develop learning resources that are engaging and accessible, supporting differentiated learning.
3. Support planning of learning opportunities beyond the classroom, including out-of-school activities, aligned with school policies.

Teaching and Learning

4. Deliver whole-class teaching under agreed supervision and within planned frameworks, ensuring high engagement and progress.
5. Provide detailed feedback to teachers and pupils on lesson content, behaviour, and learning outcomes.
6. Use a range of teaching strategies to motivate pupils and promote independent learning.
7. Support the delivery of the National Curriculum and be familiar with individual pupil targets and learning objectives.
8. Promote equality of opportunity, ensuring that all pupils, including those with SEND and EAL, are fully included in all activities.
9. Implement behaviour management strategies consistently to maintain a positive and safe learning environment.
10. Organise and manage classroom resources effectively to support learning.
11. Encourage pupils' self-esteem, independence, and celebrate achievements to foster resilience and ambition.
12. Support the integration and acceptance of pupils from diverse backgrounds, cultures, and with varying needs.
13. Engage with parents to provide constructive feedback on pupil progress and behaviour, maintaining confidentiality and sensitivity.

Monitoring, Assessment, and Reporting

14. Assist teachers in assessing pupil progress through observations, formal assessments, and record-keeping.
15. Provide constructive feedback to pupils to support their learning and development.
16. Maintain accurate records of pupil progress and contribute to reports and reviews.
17. Support the preparation and delivery of parent meetings and contribute to discussions about pupil progress and support needs when relevant.

Leadership and Development

18. Mentor and support less experienced teaching assistants, sharing best practice and contributing to their professional development.
19. Participate actively in school meetings, training, and contribute to the development of school policies and procedures.
20. Uphold and promote the school's vision, values, and ethos in all aspects of work.

Behavioural and Pastoral Support

21. Promote positive behaviour by implementing school policies and challenging any incidents of bullying, discrimination, or harassment.
22. Follow safeguarding procedures rigorously and contribute to the welfare and safety of all pupils.
23. Support pupils' pastoral needs, including physical care and emotional support, liaising with relevant professionals as needed.
24. Supervise pupils during breaks, ensuring safe and constructive play activities.
25. Support pupils during school visits and journeys, ensuring safety and engagement.

Other Responsibilities

26. Undertake any other duties as directed by the class teacher, Head of School, or Executive Headteacher within the scope of the role.
27. Adhere to the school's health and safety policies and promote a safe working environment.
28. Support and uphold the school's Equal Opportunities policy, promoting diversity and inclusion.