

Vane Road Primary School

HLTA

Pay Scale: Band 7, SCP 14-22, starting at SCP 15 (**£17,001 actual salary**)

Contract: Term time plus 5 days (47 weeks)

Hours of work: 22.5 hours per week, 3 days a week 8:30am to 4:30pm

Required: 1st November 2026

Contract: Permanent



Would you like to take on a new opportunity and make a difference in a young person's future?

At Vane Road Primary School, everything we do is centered entirely on our pupils. We create educational opportunities and experiences that inspire and excite our children. Our staff are dedicated, highly skilled professionals who go above and beyond to create the education our children deserve.

We are looking to recruit an excellent, suitability qualified, enthusiastic and highly motivated Higher Level Teaching Assistant to take a leading role within our inclusive and aspirational school. You would be part of our wider family of schools within Lingfield Education Trust and have access to career development that comes from this.

The successful applicant must demonstrate:

- Ability to teach classes, for example covering classes for PPA/management time
- Current experience of planning and delivering lessons across the primary age range
- Ability to lead and organise support staff
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum knowledge
- A willingness to 'go the extra mile' to meet the needs of all children

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Vane Road Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to Laura Stevenson, School Business Manager

l Stevenson@vanerod.lingfieldtrust.org.uk

Visits to the school are encouraged.

Closing Date: 12 noon, Friday 23rd October 2026

Shortlisting: Friday 23rd October 2026

Interviews: w/c 2nd November 2026

JOB DESCRIPTION

POST:		Teaching Assistant
GRADE:		SCP 15-22
RESPONSIBLE TO:		Head Teacher
STAFF MANAGED:		None
JOB PURPOSE:		To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve a level of planning, organisation, preparation and delivery of learning activities
ACCOUNTABILITIES / MAIN RESPONSIBILITIES		
Supporting Learning & Development	1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning; 2. Establish productive working relationships with pupils, acting as a role model and setting high expectations; 3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs; 4. Promote independence and employ strategies to recognise and reward achievement of self-reliance; 5. Develop and implement SEND Support Plans / EHCP working documents; 6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities. 7. Provide feedback to pupils in relation to progress and achievement. 8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs; 9. Deliver learning strategies e.g. English, maths, speaking & listening, PSHCE, phonics and make effective use of opportunities provided by other learning activities to support the development of pupils' skills; 10. Use I.T. effectively to support learning activities and develop pupils' competence and independence in its use.	

	11. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds. 12. Advise on appropriate deployment and use of specialist aid/resources/equipment. 13. Teach classes, such as covering classes for PPA/management time.
Communication	- Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access to learning and support home to school and community links. - Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
Sharing Information	- Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence. - Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters. - Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. - Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	- Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. - Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/ Other	- Organise and manage an appropriate learning environment and resources. - Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements. - Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning. - Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls. - Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply DFE requirements. - Under the guidance and supervision of a class teacher be responsible for marking the register when covering classes. - Participate in training and appraisal.
Data Protection	To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. - Work with colleagues and others to maintain health, safety and welfare within the working environment.
	Promote inclusion and acceptance of all pupils.

Equalities	• Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others. <i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Vane Road Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	September 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



PERSON SPECIFICATION – HLTA

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification		D1	Qualified / Trained First Aider	
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent				
	E3	Higher Level Teaching Assistant Status				
Experience & Knowledge	E4	At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment		D2	Experienced in the delivery of training / presentation to others	
	E5	Experience of developing, implementing and evaluating support plans and EHCPs.		D3	Experience of managing staff including their development, training and performance	
		Experience and knowledge of learning strategies and adapting these to individual pupil needs		D4	BSL / braille trained or knowledge of differentiated approaches	
	E6	Understanding of classroom roles and responsibilities and Teaching Assistant's role				

	E7	Experience of working with wide range of children including those with specific statements				
	E8	Understanding of principals of child development and learning processes				
	E9	Experience of lesson / activity planning				
	E10	Experience of supervising whole classes and individual pupils for specific learning activities / lessons				
	E11	Experience of managing other members of staff.				
	E12	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use				
<u>Skills</u>	E13	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development				
	E14	Ability to self- evaluate learning needs and seek learning opportunities				
	E15	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum				

	E16	Ability to work in a team and independently				
Personal Attributes	E17	Ability to promote fairness and a positive role model to pupils				

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory reference.

