



HIGHFIELDS SCHOOL

Boundary Way, Penn,
Wolverhampton WV4 4NT
Tel: 01902 556530
Email: enquiries@hswv.co.uk
NOR 1765 SIXTH FORM 366

HIGHER LEVEL TEACHING ASSISTANT - INNOVATIONS

Required as soon as possible

NJC Grade 5 (estimated actual salary £25,824 - £28,985, pending 3.3% award)

37 hours per week

Term Time Only

We wish to appoint an enthusiastic and committed Higher Level Teaching Assistant to join our successful and heavily oversubscribed 11 – 19 school. The successful candidate will coordinate the provision of classroom support across the Innovations Learning School; acting at all times as a positive role model, developing students' skills and helping them to overcome barriers to learning.

The Innovations Learning School comprises of Art, Design, Food and Hospitality, Enterprise, Computer Science, ICT and Health. We would particularly welcome applications from recent graduates or experienced candidates with a background in these subject areas.

Our Teaching Assistant Team offers:

- Experienced and supportive staff
- A creative and collaborative working environment
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal development
- Excellent student progress and results
- Specialist external support
- Positive relationships

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

How to Apply

Please download a copy of the school's Support Staff Application Form from our website (<https://hswv.co.uk/support-staff-vacancies>) and return by email to recruitment@hswv.co.uk.

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Mr P Rose: Assistant Headteacher, SENCO – prose@hswv.co.uk

Closing date: Monday 21st September 2026 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title: Higher Level Teaching Assistant

Purpose: To support the Learning School in meeting the needs of all students by:

- Contributing to the strategic planning of the support provision given to teachers in their planning, delivery and assessment of students' work
- Supporting teachers in their planning, delivery and assessment of students' work and activities
- Providing short term cover for absent teachers within the Learning School
- Organising, monitoring and evaluating targeted interventions within the Learning School
- Supporting teachers in their administrative duties
- Providing general support for students in class
- Providing support for specific students in overcoming individual barriers to learning
- Providing support for specific groups of students
- Contributing to the Learning School
- Contributing to the Pastoral System
- Contributing to the School

Reporting to: SENCO, Head of Learning School

Responsible for: Teaching Assistants within the Learning School

Liaising with: SENCO, Heads of Learning School, Heads of Department, Subject Teachers, and Teaching Assistants

Working Time: 37 hours per week; full time, term time (44.85 weeks)

Salary/Grade: Grade 5

Disclosure level: Enhanced

MAIN (CORE) DUTIES

Supporting Teachers – Teaching & Learning

- Liaise with the Head of Learning School to direct the work of Teaching Assistants within the Learning School.
- Provide an induction programme for Teaching Assistants new to the Learning School.
- Provide relevant CPD for Teaching Assistants within the Learning School.
- Liaise and plan with subject teachers to ensure effective learning for students.
- Assist teachers in planning challenging teaching and learning objectives to meet student needs.

- Assist teachers in planning challenging learning activities to meet student needs.
- Assist teachers in the evaluation and adjustment of lessons to meet student needs.
- Assist teachers in adapting and providing differentiated resources.
- Assist teachers in the effective use of ICT to support and enhance teaching and learning.
- Provide teachers with objective and accurate feedback and reports on student progress and achievement.
- Support teachers working within an established discipline policy to anticipate and manage behaviour constructively.

Cover Supervision

- Provide short term cover for absent teachers within the Learning School.
- Liaise with the Head of Learning School to ensure all classes are covered.
- Liaise with the Head of Learning School in the event of unplanned absence to ensure appropriate work is set for classes being covered.
- Liaise with the subject teacher in the event of planned absence to ensure appropriate work is set for classes being covered.
- Take a proactive role in the delivery of activities to ensure effective learning takes place in cover lessons.
- Provide detailed feedback to the subject teacher on cover lessons undertaken.

Supporting Teachers - Administration

- Support teachers in the recording and reporting of students' work.
- Provide written reports for individual students' review meetings.
- Maintain records of support for individual students to monitor student progress.
- Organise and distribute resources for teaching and learning.
- Support the organisation and maintenance of departmental records.

General Support for Students

- Liaise and plan with subject teachers to ensure effective learning for students.
- Establish supportive relationships with students and promote students' self-esteem and progress.
- Act as a role model and set high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work cooperatively with others.
- Provide feedback to students in relation to progress and achievement.
- Assist students in setting appropriate targets for improving their work.
- Assist students in setting appropriate targets for improving their behaviour where necessary.
- Assist students in the effective use of ICT in their learning.

Provide Support for Specific Students and Specific Groups of Students

- Liaise and plan with subject teachers to ensure effective learning for specified students with specific needs.
- Work with individual or small groups of students, sometimes in a withdrawal situation for specific tasks on a short-term basis.

- Complete in-class support records.
- Provide objective and accurate feedback and reports as required on student achievement and other matters.
- Participate in review meetings through written reports or attendance.
- Assist in providing access arrangements for students taking internal and external examinations.

Contribute to the Learning School

- Contribute as part of a professional, flexible and supportive team to promote the ethos and aims of the Learning School.
- Attend relevant departmental meetings.
- Attend relevant Parents' and Welcome Evenings.
- Attend briefing meetings.
- Attend Open Mornings.

Pastoral System

- To support a Form Tutor in carrying out the duties associated with that role as outlined in the generic job description.
- To support the implementation of the Behaviour Management system in the Learning School so that effective learning can take place.

Contribute to the School

- To play a full part in the life of the school community, to support its distinctive mission and ethos and encourage students to follow this example.
- To undertake break-time duties.
- Comply with and assist with the development of policies and procedures relating to Child Protection, Health and Safety and Security, Confidentiality and Data Protection.
- Recognise personal strengths and areas of expertise and use these to advise and support others.

Other Specific Duties

- To undertake relevant training to enhance personal development and use this to benefit students' learning and the school.
- To contribute to the School Self Review Progress.
- To engage in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employer who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:
Member of staff



HIGHFIELDS SCHOOL

HIGHER LEVEL TEACHING ASSISTANT PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 English and Maths	✓	
Level 3 qualifications in relevant subjects		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Working with children in a secondary school setting	✓	
Leading cover lessons		✓
Managing students with challenging behaviour or complex needs		✓
Delivering intervention groups and providing support for students with a range of SEND		✓
Managing a team		✓
Liaising and planning with staff	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Understanding of the National Curriculum		✓
Working knowledge of school procedures		✓
An understanding of potential barriers to learning and education for specific students	✓	
Knowledge and understanding of intervention strategies	✓	
Effective verbal and written communication skills	✓	
Ability to motivate students to achieve	✓	
Ability to build fair, respectful and supportive relationships	✓	
Good time management/organisational skills	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Work constructively as part of a team	✓	
Resilient, positive and calm	✓	
Flexible and adaptable approach to people and situations	✓	
Ability to use own initiative appropriately	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to safeguarding and promoting the welfare of children	✓	
Personal presence and high expectations	✓	
Committed, dedicated and approachable	✓	
Positive outlook and strong work ethic	✓	