



**The Rudheath  
Senior Academy**

## **Higher Level Teaching Assistant**

SEN and Inclusion Team

National Joint Council Pay Scales

Required As Soon As Possible

Middlewich Road, Northwich, Cheshire, CW9 7DT

[www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)



# About the Role

## Higher Level Teaching Assistant

Spring 2026



### Higher Level Teaching Assistant

Are you looking for a role where each day is different, filled with experiences that are challenging, fun and fulfilling? If so, The Rudheath Senior Academy is the school for you!

We have a fantastic opportunity to increase our learning support provision at Rudheath Senior by appointing an enthusiastic and dynamic Higher Level Teaching Assistant. This is a role where you will go home with a sense of achievement knowing that you have made a difference to our children's school lives.

Our teaching assistants are pivotal to our success both in and outside of the classroom, providing a great deal of support to students and staff alike. You will be helping out children to expand their wider understanding of the world and play a positive role in school and in their community.

As part of this HLTA role, you will work as part of our new Resourced Provision, with the aim of supporting children with specific social and emotional needs.

Key attributes for the role include:

- Experience as a Teaching Assistant or other educational background.
- A passion for working with young people within a school setting.
- The ability to be self-motivated and undertake classroom assistance proactively.
- A relationships-based approach to working with staff, students and parents/carers.
- A reflective individual with excellent organisational skills.

***"This school is a friendly and welcoming community. Staff know the pupils well and ensure that they are well cared for."***

***- Ofsted, 2023***

# Key Elements of the Role

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Key elements of the role will be:

- To support teaching & learning in a safe and healthy environment with a commitment to raising progress and attainment.
- To provide targeted intervention for identified cohorts of students, working with Heads of Year and the SENDCo in class, 1:1 and small group settings.
- To work 1:1 with students who require additional academic and social/emotional intervention outside of the classroom.

**Responsible to:** SENDCo

**Salary:** National Joint Council Pay Scales. SCP11 – SCP14 (£28,142 - £29,540 FTE). £21,328- £22,387 pro-rata per annum.

**Key Relationships:** Pupils, Faculty Team, Senior Leadership Team, Teaching & Support Staff, Form Tutors, Parents/Carers

**Working Pattern:** 32.5 hours per week, Monday to Friday 08:30am – 15:30pm, Term Time Only.

**Disclosure Level:** Enhanced

**School Visits:** If you would like further information, to have an informal conversation, or to arrange a school visit, please contact Christine Williams, Headteacher, by emailing [cwilliams@rudheathsenioracademy.org.uk](mailto:cwilliams@rudheathsenioracademy.org.uk).

*The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.*

# Person Specification

## Higher Level Teaching Assistant

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### *Summary of Main Duties and Responsibilities*

- Undertake a HLTA role using appropriate multi-sensory learning strategies, resources and specialist equipment to meet the learning objectives of lessons, differentiating tasks as appropriate for individuals or groups of children with varied abilities and special needs.
- Within a framework prescribed by a class teacher, prepare, plan and implement group and some whole class learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff.
- Manage the behaviour of whole classes of pupils whilst they are undertaking their work to ensure a constructive environment, and pre-empt / deal with situations arising in accordance with school policies and procedures.
- Evaluate pupils' responses throughout learning activities, determine what each child can achieve unaided and the point of intervention for the provision of appropriate learning scaffolding.
- Analyse, monitor and track individual progress through a range of assessment and monitoring techniques; deliver pupil learning boost sessions for identified and specific areas of weakness; provide accurate assessments and reports on development to inform the class teacher's decisions regarding individual Education and Behaviour Plans for pupils.
- Access, maintain and update a range of pupil and school records to facilitate assessment of pupils' progress.
- Ensure that pupils' health and safety is maintained in, around and for out of school educational visits including supervised use of subject specific tools, equipment and learning materials.
- Supervise attendance to the pupils' personal, social and physical needs by other school staff so that pupils' wellbeing is maintained.
- Prepare and maintain classroom resources (including control of stock within the classroom) so that they are readily available for use.
- Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.

# Person Specification

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	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
Minimum of GCSE (or equivalent) English and Maths at grade A – C (9-4).	X		Application/Interview
Relevant HLTA qualification or teaching/education degree.	X		Application/Interview
Commitment to personal and professional development, including an up-to-date awareness of the development of all aspects of the role.	X		Application/Interview
<b>Experience</b>			
Successful experience of working with young people.	X		Application/Interview
Successful experience of communicating with parents and other stakeholders in a formal settings.		X	Application/Interview
Experience of working with children with special educational needs.		X	Application/Interview
Experience of working in a school environment.		X	Application/Interview
<b>Skills, Ability, Knowledge</b>			
An understanding of and commitment to safeguarding and promoting the welfare of children and young people.	X		Application/Interview
Ability to work with a number of stakeholders, including staff, students and parents/carers.	X		Application/Interview
Well organised, calm, and very positive, confident and assuring.	X		Application/Interview
Able to encourage, inspire, motivate children.	X		Application/Interview
Able to quickly engage and build appropriate relationships with children.	X		
<b>Personal Qualities</b>			
High levels of resilience, integrity, honesty, and credibility.	X		Application/Interview
Motivated and confident in own abilities, self-starter with a can-do attitude.	X		Application/Interview
Excellent timekeeping.	X		Application/Interview
Flexible approach to work.	X		Application/Interview
Self-motivating with a positive outlook and attention to detail.	X		Application/Interview
Ability to build and work as part of an effective team, as well as being able to use initiative and work independently.	X		Application/Interview
Friendly disposition and ability to apply empathy and sensitivity.	X		Application/Interview

# Recruitment Information

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### How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school's website ([www.rudheathsenioracademy.org.uk](http://www.rudheathsenioracademy.org.uk)), and send this to [recruitment@rudheathsenioracademy.org.uk](mailto:recruitment@rudheathsenioracademy.org.uk) by the closing date and time.

Closing date: **Monday 2<sup>nd</sup> March 2026**

Time: **09:00am**

### Safeguarding Commitment

The North West Academies trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced Disclosure and Barring Service (DBS).

### Diversity in the Workplace

The North West Academies trust values diversity in the workforce and is committed to ensuring that throughout the recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.



# Why North West Academies Trust?

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NWAT believes that an aspirational and inspirational education is the right of every child. Our success is driven by a commitment to relentlessly work to improve standards and outcomes for our pupils.

As specialists in providing high-quality education, we are passionate about supporting schools within their communities and helping to ensure outstanding learning opportunities for every child.

As part of NWAT we believe that the best possible education can only be provided if children are happy, well-fed and well-cared for. We understand that children learn best through experiences and that skills should be learned through fun, excitement and challenges. Residential, swimming, inter-school sports and special days out take pride of place on all of the Trust school calendars.

For our staff, we offer:

- Flexible working arrangements.
- Enrolment to the Medicash Proactive Health Plan to help with costs of everyday healthcare.
- Access to 24/7 Employee Assistance Programme.
- Accredited counsellor to offer wellbeing support for all staff.
- Positive recognition culture.
- Bespoke professional development opportunities.
- Open door policy for communication across the Trust.
- Opportunity to contribute to the growth and development of NWAT.

*“Opening Children’s  
Eyes to the  
Wonderful World of  
Possibility”*

