



MESSAGE FROM THE CEO / HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted ‘Outstanding’ criteria and, with our support, robustly meet ‘Good’ Ofsted criteria.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Headteacher of
Altrincham College

ROLE OVERVIEW

Higher-Level Teaching Assistant (HLTA)

CONTRACT TERM:

Permanent

HOURS:

Term time plus 1 week.

Full time – 32.5 hours per week.

Some flexibility in working hours may be considered.

PAY SCALE:

NJC Band 6 Points 23-25

(Actual Salary £25,730 - £27,171)

Pay award pending.

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website - [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Friday 12 September 2025 at 12pm

INTERVIEW DATE:

w/c 15 July 2025

We have an exciting new opportunity for a Higher-Level Teaching Assistant to join our fantastic team at Altrincham College.

We seek to appoint an enthusiastic, flexible and motivated person to join our SEN Team as a Higher-Level/ Level 4 Teaching Assistant (LSA). Our LSAs provide vital and valuable support to some of our most vulnerable children in school. In particular, this role will bridge the gap between KS2 and KS3 with a focus on mathematics.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team.

The ideal candidate will have relevant experience of working with young people in an education setting, including proven ability to successfully lead learning activities for a group/class of students, ideally at secondary level.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant (LSA), Level 4 (also known as Higher-Level Teaching Assistant (HLTA))

JOB PURPOSE: To support students in school with SEND, enabling them to integrate with mainstream school life. In particular, to bridge the gap between KS2 and KS3 with a focus on mathematics.

ACCOUNTABLE TO: SENDCo

SCALE: Band 6 points 23-25

Duties and Responsibilities:

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The duties of a Level 4 LSA are to complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or for whole classes and monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.

HLTAs are responsible for the management and development of a specialist area within the school and/or management of other LSAs, including allocation and monitoring of work, appraisal and training.

Specific responsibilities:

The successful candidate will meet the professional standards for HLTAs; in particular, they will:

- work with class teachers to raise the learning and attainment of students
- promote students' independence, self-esteem and social inclusion
- give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- liaise sensitively and effectively with parents/carers, recognising their role in students' learning and providing constructive feedback on students' progress and achievement
- have sufficient understanding of their specialist area [literacy/reading] to support students' learning
- have the ability to acquire further knowledge to contribute effectively and with confidence to the classes with which they are involved
- be familiar with the relevant school curriculum content, age related expectations, main teaching methods, and the testing/exam frameworks
- understand the aims, content, teaching strategies and intended outcomes for the lessons which with they are involved
- know how to use ICT to advance students' learning and benefit themselves and their students

- know the key factors which can affect the way students learn
- know a range of strategies to establish a purposeful learning environment and to promote good behaviour
- within an agreed system of supervision, plan challenging teaching and learning objectives, evaluate and adjust lessons/work plans as appropriate
- select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds
- establish constructive relationships and communicate with other agencies / professionals, in liaison with the SENDCo, to support the achievement and progress of students
- occasional cover supervision following unplanned absences of teaching staff (not normally more than 10 consecutive days)
- along with the SENDCo, undertake training and mentoring of other teaching assistants.

General responsibilities of the LSA/inclusion team:

With the support of the SENDCo, assist in:

- Facilitating integration of pupils with Special Educational Needs and/or Disability (SEND), into mainstream school.
- Establishing productive working relationships with students, acting as a role model and setting high expectations.
- Promoting the inclusion and acceptance of all students within school/the classroom.
- Working with students with an Education, Health and Care Plan (EHCP) on an individual basis.
- Enabling students to access the curriculum.
- Developing students' basic skills and enhancing the students' self-esteem and self-confidence.
- Developing students' independence and life skills, encouraging them to interact and work co-operatively with others.
- Providing feedback to students and teachers in relation to progress and achievement.
- Working with students in class or in small groups and occasionally on an individual basis to support, motivate, clarify and explain instructions in lessons, where necessary.
- Differentiating work for students with SEND.
- Planning and preparing learning programs for additional literacy sessions with students who are identified following internal assessment, evaluating and adjusting as appropriate
- Supporting students in their social and emotional wellbeing by implementing related programs, such as emotional coaching and use of social stories.
- Promoting independence in students and employ strategies to recognise and reward achievement of self-reliance.

- Supplying the necessary information to the SENDCo to assist with the writing and implementation of Individual Education Plans (IEPs) and additional support programs.
- Keeping and updating records on SIMS as agreed with the SENDCo and contributing to reviews of IEPs.
- Supplying the necessary information to the SENDCo for EHCP Annual Reviews.
- Complying with policies and procedures relating to Child Protection, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Carrying out lunchtime duties to support more vulnerable students who find social integration difficult.
- Taking on responsibility within the Department for specific areas of development.
- When requested by the SENDCo, accompany teaching staff and students on visits, trips and out of school activities. This may include college placements.
- Attending meetings in school including Parents' Evenings and taking minutes as required.
- Supervising and providing access arrangements for students sitting internal and external examinations, ensuring all Examination Board Regulations are met.
- Paying due regard to professional boundaries maintaining appropriate levels of confidentiality.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of the Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

Name of Postholder: _____

Signed: _____ **Date:** _____

Name of Line Manager: _____

Signed: _____ **Date:** _____

PERSON SPECIFICATION
HIGHER LEVEL TEACHING ASSISTANT

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Relevant Professional Qualification	A/C/I	Essential
Excellent literacy / numeracy skills (equivalent to NVQ Level 2 in English and Maths).	A/C/I	Essential
2. Experience		
Relevant experience working with young people in an education setting, including proven ability to successfully lead learning activities for a group/class of students (ideally at secondary level).	A/I	Essential
Previous experience as TA1, 2 and 3.	A/I	Essential
The ability to manage and disseminate information in a range of different media.	A/I	Essential
ICT literate.	A/I	Essential
Ability to communicate effectively with people at all levels, both in writing and orally, and present/interpret information to a wide range of people.	A/I	Essential
Proven evidence of successful working relationships with young people.	A/I	Essential
An understanding of what constitutes good professional relationships for sound classroom management.		
3. Knowledge		
An understanding of what constitutes good professional relationships for sound classroom management.	A/I	Essential
Understanding and respect for confidentiality in relation to all issues connected with the role.	A/I	Essential
Good understanding of child development and learning processes.	A/I	Essential
How to support learners in accessing the curriculum, in	A/I	Essential

<p>accordance with the SEND Code of Practice.</p> <p>Proven understanding of statutory teaching frameworks and effective teaching methods.</p> <p>A working knowledge of Microsoft Office packages.</p> <p>Working knowledge of Keeping Children Safe in Education and other relevant legislation.</p> <p>Safeguarding Level 1 training (as a minimum).</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>
4. Skills & Abilities		
<p>Ability to enthuse young people to produce work to high standards.</p> <p>Self-motivated, with proven ability to work on own initiative and to organise/prioritise tasks.</p> <p>Ability to work as part of a team, a willingness to adapt to a changing environment and meet differing challenges.</p> <p>Highly organised person, who pays good attention to detail and works accurately.</p> <p>Able to offer some flexibility in working hours, where necessary and be available for occasional out of hours work.</p> <p>Willingness to undertake training and keep abreast of current issues relevant to own areas of work through networks, conferences and other meetings.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
5. Attitude and Approach		
<p>Smart, professional appearance.</p> <p>Boundless energy and vision; resilience and 'can do' approach.</p> <p>Positive and proactive approach to continuous improvement.</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the position as soon as possible.
- ❖ The position will be based at Altrincham College.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **12 noon on Friday 12 September 2025**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.