

The people behind  
the magic.



JOIN OUR TEAM

# Higher Level Teaching Assistant / Trainee HLTA

**Salary:** Band F with the SCP range of 16-19. **Full time salary** £29,572 - £31,067 **Actual Salary** £14,803 - £15,549

**Hours:** 22 hours over 4 days, actual days will be confirmed later, 8.45am to 3.15pm with 1 hour for lunch, term time only

**Contract:** Permanent

**Closing Date:** Monday 27th January 2025 at 9am

**Start Date:** As soon as you are able



Together  
Learning Trust



## THE SCHOOL

# More than meets the eye.

Welcome to **Meltham Moor**, a warm, vibrant and successful primary school in Kirklees. We have around 220 children from nursery to year 6, and a fantastic skilled and dedicated staff team who are committed to providing the very best education for our children.

Outstanding teaching and learning matters. Our curriculum has been designed with the aim of creating knowledgeable and inquisitive children who know lots but want to find out more. Academic standards at Meltham Moor are consistently high – but we are so much more than just this. As a school, we love our outdoor environment and our local community and take every opportunity to learn and contribute outside of our school. We have a carefully planned enrichment programme – the 'More' at Meltham Moor - offering opportunities many of our children might not otherwise have chance to experience.

Our aim is for every member of the school community to be the best that they can be – personally, socially and academically. We invite you to join our team.

**LIZ WOODFIELD, HEADTEACHER**



*"My daughter is excited to go to school each day."*

- PARENT COMMENT 2022

### EXPLORE MORE



[www.melthammoor.org](http://www.melthammoor.org)



melthammoor



@MelthamMoor



# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. By this autumn we will comprise of three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people in Calderdale and Kirklees. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"I believe that the support that schools can provide each other cannot be underestimated. Being part of the Together Learning Trust enables our schools to continue to flourish and develop within a supportive school focused community, where the expertise of those who have a hands on understanding of our children will lead the way forward."*

**- LIZ WOODFIELD, HEADTEACHER,  
MELTHAM MOOR PRIMARY SCHOOL**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Higher Level Teaching Assistant

An exciting opportunity has become available for a HLTA or an aspiring HLTA, to work within our supportive school, a school that truly values the role of a Higher-Level Teaching Assistant.

The successful candidate will provide cover in the absence of the classroom teacher, administering their own or pre-planned activities to whole classes (dependent on the cover requirements)

When cover for a teacher is not required, you will work in a classroom support assistant role (**all** hours worked will be paid at the HLTA grade).

### Skills and experience we would like you to bring:

- Passion for children's learning and commitment to the safeguarding of all our children
- An outstanding track record in ensuring children succeed and reach their potential
- Highly organised
- Creative in your approach
- A very high expectations of pupil achievement and behaviour
- Excellent interpersonal skills
- Flexible, adaptable and confident with skills to cover all subject areas and age groups
- Has a 'can do' mentality and be able to embrace change

### What will you get in return?

- As an aspiring HLTA you will be fully supported to undertake your HLTA qualification which the school will pay for
- A supportive and forward-thinking Leadership Team
- Fabulous children who are polite, enthusiastic and eager to learn
- Supportive and committed Staff, Governors and Parents
- Excellent professional development opportunities
- Strong links with local and partner schools
- Free Parking
- West Yorkshire Pension Fund
- Term time working (all the school holidays off)
- Automatic salary increases along your salary band, plus annual cost of living increases each year.
- Cycle to Work Scheme
- Employee Assistance Programme offering 24/7 Financial, legal and Wellbeing Support
- Face to Face Counselling
- Occupational Health
- Eye Tests \*DSE/VDU users only
- £49 towards glasses and lenses \* DSE/VDU users only
- Annual Flu Vaccines
- Home & Technology Purchase Scheme
- Lifestyle benefits (discount platform)

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

## JOB DESCRIPTION

# HLTA - Primary



<b>Responsible to:</b>	The Headteacher
<b>Scale/Salary</b>	Band: F (NJC point 16) - 22 hours – term time only
<b>Main Purpose of the role:</b> <ul style="list-style-type: none"><li>• Assist and collaborate with the teacher in the short-term planning as designated and to record and monitor pupils' learning in class</li><li>• ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils designated.</li><li>• Implement agreed work programmes / intervention/ strategies with groups and individual pupils, both inside and outside the classroom.</li><li>• Undertake long and short-term cover in the absence of the class teacher administering planned and pre-planned activities to whole classes, groups and individuals.</li></ul>	
<b>Main Duties and Deliverables:</b> <p>You will support teaching and learning within the classroom by:</p> <ul style="list-style-type: none"><li>• Working in collaboration with the teacher to supervise activities and the general management and control of pupils in the school.</li><li>• Working within the framework set by the teacher to promote pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.</li><li>• Being responsible for ensuring relevant materials, and equipment are suitable for the designated learning activities.</li><li>• Contributing effectively to the research selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.</li><li>• Using ICT effectively to support learning activities and develop pupils' competence in its use.</li><li>• Collaborating with the teacher in the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips</li><li>• Participating in relevant training and development/performance management to improve own practice, through observation, reflection, evaluation and discussion with colleagues, as required from time to time by the Head Teacher/Trust.</li><li>• Assisting in training members of the team, particularly on the behavioural management strategies or learning strategies followed by the teacher.</li><li>• Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.</li><li>• Dealing with any immediate problems or emergencies in accordance with the school's policies and procedures.</li><li>• Reporting back as appropriate on the behaviour of pupils during the class and any issues arising.</li><li>• Assist in adapting work both for lower and higher ability pupils – examples of this are:<ul style="list-style-type: none"><li>• simplifying/extending subject specific vocabulary</li><li>• explaining and interpreting work given by the teacher</li><li>• suggesting ways of tackling the task</li><li>• providing simplified/extended versions of work (needs advance planning with teacher)</li><li>• break down tasks into appropriate chunks</li><li>• assisting pupils in recording homework</li></ul></li></ul> <p>Support pupil progress by:</p>	

- Working within the framework set by the teacher to undertake the delivery of a specific curriculum/aspect to one-one, small group, class of pupils using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies
- Establishing positive and productive working relationships with pupils, and actively promoting the inclusion of all pupils.
- Promoting the support and inclusion of all pupils in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils to achieve.
- Collaborating with the teacher in monitoring and evaluating pupils' responses to the learning tasks and modify approaches accordingly.
- Monitoring and evaluate pupils' participation and progress through a range of assessment activities and provide constructive support and feedback to pupils as they learn and report back to the teacher as specified.
- Contributing to the maintaining and analysing of pupils' records of progress as specified within the teacher's framework.
- Organising and managing safely, the learning activities, the physical teacher space and resources within the designated area of responsibility.

### **Expected Behaviours**

- Support the ethos, vision, principles and values of the school.
- Treat colleagues, pupils and all members of the community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Support the ethos of the school by upholding the code of conduct, uniform rules, etc.
- Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.
- Reflect on our own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.
- Read and adhere to School polices and implement School improvement plans.
- Participate in the development and management of the school by attending various team and staff meetings.
- Undertake duties as prescribed within the school's policies.
- Undertake professional duties reasonably assigned to them by the Headteacher.
- Be proactive and take responsibility for matters relating to health and safety.
- To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and pupils follow this example.

### **Other Specific Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that **it is an offence to apply for the role** if you are barred from engaging in regulated activity relevant to children.



# HTLA - Primary

To be assessed through application, reference and interview.

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths	✓	
To have or to be willing to work towards Level 2 QCF in Teaching and Learning	✓	
Higher Level Teaching Assistant Certificate (completed, working towards or willing to take the qualification)	✓	
Hold Emergency paediatric first aid certificate or willing to complete the certificate during first 6 months	✓	
<b>Experience</b>		
<b>Working with children/young</b>		
Trained in relevant learning strategies and/or a particular curriculum or learning area	✓	
Working with children/young people	✓	
Working in a school environment	✓	
Experience of support teachers in at least one curriculum area	✓	
Experience of supporting children with specific learning difficulties		✓
Experience of supporting children with social, emotional and behavioural difficulties	✓	
Experience of supporting children with physical/sensory impairments		✓
<b>Skills and Abilities</b>		
Excellent written and communication skills	✓	
A good understanding of literacy and numeracy and the national curriculum	✓	
Ability to efficiently manage and prioritise workloads	✓	
An understanding of child development and learning	✓	
Ability to build positive relationships with all stakeholders, especially parents/carers	✓	
Ability to relate to pupils in a pleasant and sympathetic manner and to recognise child safeguarding issues	✓	
Good level of proficiency in Microsoft Word, Excel and Outlook	✓	
Ability to remain calm under pressure	✓	
Excellent communicator with strong interpersonal skills	✓	
Well organised, pro-active and able to thrive under the pressure	✓	
<b>Personal Attributes</b>		
Self-driven, results-orientated with a positive outlook	✓	
A natural forward planner who critically assesses their own performance	✓	
Mature, credible with excellent interpersonal skills	✓	
Reliable, tolerant and determined	✓	

Empathetic - able to see things from another person's point of view	✓	
Able to motivate and persuade, negotiate and influence others	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	
A commitment to inclusive education	✓	
Integrity and exercises confidentiality	✓	
Ability to think pragmatically and be solutions focused	✓	



## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions a chance to visit the school ahead of making a formal application, we'd be delighted to hear from you. Please contact Nicola Mason via [n.mason@melthamoor.tl.school](mailto:n.mason@melthamoor.tl.school)

If you're ready to apply, please complete your online application fully by clicking [here](#) before the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2024.