



EYFS HLTA

(2 Year Old Provision)

Application Pack

Welcome to INOVA Multi-Academy Trust and thank you for your interest in joining our organisation. I am the Chief Executive Officer, and I feel incredibly proud to lead such a wonderfully diverse group of schools, that have people at their heart.

At INOVA Multi-Academy Trust, our vision is clear and unapologetically ambitious: Transforming lives through the power of learning. We are a values-led Trust, committed to Innovation, Collaboration, and Excellence. These principles guide everything we do – from the way we educate and support our learners, to how we develop our staff and engage with our communities.

Each of our schools is unique, shaped by its local context, and we are proud to celebrate that diversity. But what unites us is a shared commitment to equity, high standards, and the belief that every child – regardless of background, need, or starting point – deserves a brilliant education and the opportunity to succeed.

At the heart of INOVA Multi-Academy Trust is a people-centred culture. We believe that when we invest in people, we invest in futures. That's why we have created a Trust model that is agile, responsive, and grounded in trust – one that removes unnecessary noise from schools and enables Headteachers and staff to focus on what really matters: the young people we serve.

Our central teams provide high-quality support and challenge, reducing workload and unlocking capacity at school level. From curriculum development and inclusion, to safeguarding, wellbeing, and digital transformation, we direct more resources where they matter most – into classrooms, into staff development, and into building futures full of possibility.

We also believe in doing things differently – whether that's through our Institute of Talent, our evidence-led school improvement strategy, or our collaborative leadership networks. We don't just strive for compliance – we strive for brilliance.

As CEO, I have the privilege of working alongside a deeply committed team of leaders, educators, governors, and support staff – all of whom share a common purpose: to unlock potential and create opportunity.

As a prospective staff member, or simply interested in our work, I invite you to explore our Trust and connect with our journey. Together, we are building futures worth believing in.

Thank you again for your interest in joining us and the best of luck with your application.

Lee Barber
CEO



About INOVA Multi-Academy Trust

Trust

Since forming in 2011 we have grown to 9 schools - 5 primary and 4 secondary - providing learning to over 7,500 learners from ages 2 - 18.

Collaboration is systematic to our Trust. We give our leaders license to operate and empower them to do the right thing for our organisation.

Our Vision:

Transforming lives through the power of learning.

Our Mission:

To equip young people with the knowledge, skills and character to thrive in a rapidly changing world. From nursery to destination, our pathways will embed a culture of innovation, collaboration and excellence delivered through high quality, inclusive and enjoyable educational experiences.

Our Values:

Innovation : Collaboration : Excellence



Our Values

Innovation

- We embrace forward thinking solutions
- We experiment, learning from our success and failures
- We champion the use of cutting-edge resources
- We are agile in our approach.



Collaboration

- We ensure a safe and transparent culture
- We are proactively involved in our communities
- We apply resilience and adaptability
- We promote teamwork and inclusivity.



Excellence

- We have high standards and expectations
- We continually evaluate, seeking improvement
- We insist on equity for all
- We foster a culture of ownership and responsibility.



Our Offer

Each of our schools has its own distinctive character, reflecting the local community it serves. Children joining us have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, leaving our schools fully prepared for successful lives.

Primary Education

Each of our primary schools are Ofsted graded 'Good' giving our children an excellent start to their education and preparing them fully for their secondary transition.

Secondary Education

Our secondary schools work in close collaboration to further develop our curriculum and outcomes. Our sixth form provision is Ofsted graded 'Good' or 'Outstanding.'

Central Services

Our support staff are highly valued, and we offer a range of central services to our schools to enable them to concentrate on outstanding teaching, high quality learning and effective support for individual needs. Services include:

- Catering
- Communications and Marketing
- Facilities and Estates
- Finance
- Governance
- HR
- IT
- School Improvement

The Role

We wish to appoint an enthusiastic and dedicated 2 year old provision Higher Level Teaching Assistant to join Hillsborough Primary School in September 2026.

Salary Range	Grade 5 SCP 15 - 20 £30,024 - £32,597
Hours of Work	37 hours per week, 39 weeks per year
Responsible To	Headteacher
Responsible For	To lead and manage high-quality provision for 2 year old children, supporting their early learning, development and wellbeing. Responsible for planning, delivering and assessing age appropriate activities in line with the Early Years Foundation Stage, ensuring a safe, nurturing and stimulating environment. The role includes supporting vulnerable children and those eligible for funded places, working closely families and external professionals.
Benefits	<ul style="list-style-type: none">• Salary Sacrifice Car Scheme• Cycle to Work Scheme• Discounted membership for Westfield Health• Occupational Health• Wellbeing Programme• Continuous CPD and Training.

Responsibilities

Teaching and Learning

- Plan, prepare and deliver engaging, play based learning activities in line with the EYFS framework
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities through specialist support
- Lead the day to day running of the 2 year old provision
- Monitor, assess and track children's progress, identifying next steps in learning
- Support early language development, communication and social skills
- Adapt learning opportunities to meet the needs of all children, including those with SEND or additional needs, promoting the inclusion and acceptance of pupils within the classrooms
- Assist with the development and implementation of support plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self reliance
- Provide feedback to pupils in relation to progress and achievement

Child Development and Welfare

- Provide a safe, caring and inclusive environment that promotes children's wellbeing
- Support children's personal, social and emotional development
- Promote positive behaviour using developmentally appropriate strategies
- Carry out key person responsibilities, building secure attachments with children
- Ensure safeguarding procedures are followed at all times

Leadership and Organisation

- Organise and maintain a high quality learning environment (indoors and outdoors)
- Lead and support other support staff within the provision where appropriate
- Contribute to the development of the provision, including resources and routines
- Ensure compliance with EYFS statutory requirements and school policies
- Provide detailed and regular feedback to the Foundation Stage Lead on pupils' achievement, progress, problems etc.
- Use strategies, in liaison with the Foundation Stage Lead, to support pupils to achieve learning goals

Responsibilities

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Observe and record children's learning and development
- Maintain accurate records, including learning journeys and progress reports
- Contribute to assessments such as the 2 year progress check (where required)
- Use assessment information to inform planning and next steps

Support for the Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the School

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required, including Paediatric First Aid training as an essential requirement.
- Build positive relationships with parents/carers, sharing information about children's development
- Provide feedback and guidance to support learning at home
- Work collaboratively with external agencies (eg, health visitors, speech therapists)
- Support transition into nursery/reception settings
- Any other duties and responsibilities appropriate to the grade and role

Safeguarding and Health & Safety

- Follow safeguarding policies and procedures rigorously
- Ensure the health, safety and hygiene of the children at all times
- Report concerns promptly in line with school procedures
- Maintain appropriate ratios and supervise children effectively

Responsibilities

Professional Responsibilities

- Work as part of the wider Early Years and school team
- Attend staff meetings, training and professional development opportunities
- Contribute to school improvement priorities where relevant
- Take responsibility for your own professional development
- Uphold the school's values, policies and ethos

All the above duties and responsibilities to be carried out in accordance with INOVA Multi-Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

The Person

The successful candidate will demonstrate the following:

<p>Qualifications and Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • HLTA status or equivalent qualification • Relevant Level 3 (or above) Early Years qualification • Experience working with children aged 2-5 years • Strong understanding of the EYFS framework • Experience supporting children with additional needs • Excellent communication and organisational skills • Knowledge of safeguarding and child protection • Paediatric First Aid qualification (or the willingness to participate in training) <p>Desirable:</p> <ul style="list-style-type: none"> • Experience leading a provision or team • Knowledge of speech and language development • Experience working with vulnerable or disadvantaged children
<p>Skills, Knowledge and Personal Qualities</p>	<ul style="list-style-type: none"> • Have a diverse set of skills which will enable you to be flexible working in the classroom. • Be passionate about teaching and learning • Be able to work creatively and strategically and collaborate with leaders and other EYFS staff • Be an innovative and reflective practitioner who is keen to learn • Be positive, with a 'can do' attitude • Be committed to improving the life chances of every child • Have excellent classroom skills including high expectations and a commitment to challenging every learner through an exciting, inspiring enquiry-based curriculum • Have outstanding interpersonal skills that motivate and inspire children to achieve their very best • Have highly effective communication, organisational and teamwork skills. • Warm, nurturing and patient approach • Strong leadership and initiative • Ability to work independently and as part of a team • Creative and flexible in planning learning experiences • Good observational and assessment skills

<p>Work Related Circumstances (including working conditions)</p>	<ul style="list-style-type: none">• The role is based at Hillsborough Primary School but could involve travel to other school sites within the Trust• The role is based primarily in the Foundation Stage unit but may be required to work in main school at times• Requirement to participate in first aid training• Requirement to complete online training modules each year as applicable to the role• Requirement to attend face to face 3 yearly mandatory safeguarding training• We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.
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Fluency Duty: The ability to converse at ease with members of the public and pupils, and provide advice in spoken English, is essential for this post.

How to Apply

Applications for this role are to be sent to Laura Jackson via recruitment@hillsborough.sheffield.sch.uk by the closing date of Wednesday 1st July 2026 at midday. Interviews will be held on Thursday 9th July 2026.

Safeguarding

INOVA Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All candidates will be subject to the following employment checks:

Shortlisted Candidates:

- References will be requested before interview
- A Criminal Convictions Disclosure Form will be requested at interview
- Evidence of right to work in the UK will be requested at interview
- Qualification certificates will be requested at interview
- Disclosures concerning child protection investigations, relationships with pupils, employees, governors or trustees, prohibition orders and section 128 directions (where applicable) will be requested at interview
- We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role, or to working with children, then this may be raised with the candidate at interview and/or we may take advice from the local authority children's service.

Successful Candidates:

- Successful candidates will be required to undertake a DBS Enhanced Disclosure (with barred list) check
- Successful candidates will be required to complete a Childcare Disqualification under the Childcare Act 2006 Declaration (for applicable posts)
- Pre-employment medical screening.

Please Note: Canvassing of any employee, Trustee or member of the Local Governing Board, directly or indirectly, and your application will be disqualified.

Policies: Our approach to safeguarding and school safeguarding policies can be found on the Trust website: www.inovamat.org

Equality and Diversity

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and that applicants are not discriminated against on the grounds of race, nationality, gender religion, age, disability, marital status or sexual orientation.

Data Protection

As part of the recruitment process, we need to collect your personal data. For more information about what we do with your personal data, please see our Recruitment Privacy Notice on the [policies](#) page of our website.



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