TAME RIVER EDUCATIONAL TRUST

Higher Level Teaching Assistant, Level 4 (Numeracy) – Hyde High School

Candidate Information Pack

Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust

TAME RIVER EDUCATIONAL TRUST

Dear Candidate

Thank you for your interest in the post of Higher Level Teaching Assistant, Level 4 (Numeracy) with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson
Chief Executive Officer

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An Introduction to our Trust Schools

Droylsden Academy
Headteacher
Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School
Headteacher
Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School
Headteacher
Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

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Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at recruitment@tret.org.uk

To apply for the role please complete the application form – available to download from our website and return it to recruitment@tret.org.uk

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 19th November 2026 Closing date for Applications: 3rd December at 9am.

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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Job description **The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**	
Job Title:	Higher Level Teaching Assistant, Level 4 (Numeracy)
Reporting to:	Curriculum Leader Inclusion and Curriculum Leader Mathematics
Hours & Salary	36 hours per week, Grade F (Points 17-22)
Role Overview	To independently tutor and supervise individuals and groups of children in order to accelerate their progress and learning in Mathematics and Numeracy, working in close liaison with teaching staff and leaders to ensure students catch-up with their learning (enabling them to do well and access the full curriculum). To work with the Curriculum Leaders of Learning Support to lead the team in planning and delivery of numeracy interventions. To be a keyworker for allocated SEND students. To facilitate form time activities as directed by line manager/learning support/maths department. To support the learning support team with administration tasks. To support teachers to ensure such students develop good and great attitudes to learning. To be attached to the Curriculum Areas in Learning Support and Mathematics and work under the direction of the Curriculum Leader, Learning Support and the Curriculum Leader Mathematics, to work with students and small groups who have been identified as having targeted numeracy intervention and support. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

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Main duties and responsibilities:	**As a Higher Level Teaching Assistant, you are expected to:** **Learning Support for Students:** 1. Deliver structured and agreed tutoring for the student(s). 2. Deliver all agreed interventions, recording achievements, progress, feedback and provide reports as necessary. 3. Use ICT as appropriate in this work. 4. Prepare, maintain, use and improve all resources required to meet the lesson plans/learning activity or tutorial. 5. Comply with all policies and procedures related to child protection, health, safety, security, confidentiality and data protection. 6. Liaise with other agencies as agreed and appropriate. 7. Attend and participate in all meetings relevant to the role. 8. Support enrichment and extra-curricular activities as required. 9. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits and behaviour. 10. Respond to the academic and pastoral needs of individual students. 11. Promote our values of Ready, Respectful, Safe and our excellent attitudes to teaching and learning (PRIDE): excellent presentation; learning resilience; independence; ability to meet deadlines; and striving for excellence. 12. Track and monitor the academic progress of individual students. 13. Devise and Tutor all necessary support programmes (including Lesson 6) and planned group work. 14. Provide feedback to students and their parents in relation to progress and achievement. 15. To provide short-term cover supervision across school for up to 5 lessons per week. **When working in class with the Teacher:** 1. Have a good prior knowledge and understanding of the key concepts and skills identified in the schemes of work so that support can maximise benefits to teacher and student(s). 2. Challenge and support students to access and benefit from the teaching and Curriculum on offer. 3. Secure students' independent approaches to their work in class and avoid dependence on you**.** 4. Monitor, track and evaluate students' oral and written responses to their learning through observation and planned recording against pre-agreed learning objectives. 5. Provide objective and accurate feedback and reports as required (with evidence). 6. Keep and update records. 7. Administer and assess tests.

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	As a member of staff, you are expected: 1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere. 2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School. 3. To have a responsible and diplomatic approach to matters of a confidential nature. 4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day. 5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems. 6. To undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.

General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.

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Person Specification			
	Essential	**Desirable**	**Method of assessment**
Qualifications	• Teaching Assistant Qualification 5 or more GCSE's with Maths and English at grade B or equivalent • A Levels or equivalent • Willingness and ability to undertake further training if required for development in the post	• Degree • Training in SEN Strategies	• Production of the applicant's original certificates
Experience	• Proven track record of successfully working as part of team • Experience of working with children in an educational setting or experience of tutoring	• Experience of working with SEN children	• Contents of the application form • Interview. • Professional references
Skills and Knowledge	• Specialist subject knowledge in Mathematics • Ability to work using initiative and good judgement so the minimal direction is required • Ability to work effectively within a team environment, understanding classroom roles and responsibilities. • Ability to promote a positive ethos and role model positive attributes. • Ability to work with children at all levels regardless of specific individual need and learning styles. • Ability to adapt own approach in accordance with pupil needs • Excellent personal numeracy and literacy skills.	• Up to date knowledge of child welfare issues	• Contents of the application form • Interview Professional references

	• Ability to assimilate feedback and act on it • Understanding and working knowledge of principles of child development and independent learning • Understanding and working knowledge of national curriculum and other learning programmes • Understanding of inclusion, especially within a school setting • Experience of resource preparation to support learning programmes • Effective use of ICT to support learning • Ability to use digital technology • High expectations of all pupils: respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements • Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners • Demonstrate and promote the positive value, attributes, attitudes and behaviour they expect from the pupils with whom they work • Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice		

	• Able to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning		
Personal competencies and qualities	• Passion for helping children and young people learn • Trustworthiness and integrity • Ability to form and maintain appropriate relationships and personal boundaries, with children and young people • Ability to engender confidence in young people • A warm, friendly, and patient manner • Ability to build positive relationships with all students that allow them to achieve to their highest potential • Discipline and time management skills • A belief in the value of others • A willingness to learn new skills and approaches and to share experiences with others • A sense of humour		• Contents of the application form • Interview • Professional references

Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Higher Level Teaching Assistant, Level 4 (Numeracy).

Signed: ……

Date: ……