



Pathfinder

Multi Academy Trust

Providing an excellent education from age 2 to 19

HLTA at The White Rose Federation

Barlow Church of England, Burton Salmon Community Primary,
Chapel Haddlesey CofE Primary School & Hensall Community Primary
Required from September 2026

Closing date: Thursday 18th June at midday



The White Rose Federation

One family, branching out together

If you have a passion for inspiring the next generation and want to work with a talented, committed, and supportive team, then this might be the job for you!

We enjoy working at our schools; we are inclusive, and our family-feel resonates throughout every classroom. Our approach to teaching is centred on topic-based learning, where children are empowered to take the lead and follow their own interests.

What We Offer

In return for your dedication, you can expect:

- **Supportive Leadership:** A team that is child-focused and values your input in our ever-evolving schools.
- **A Collaborative Staff:** A team of professionals who all want the absolute best for our pupils.
- **An Involved Community:** A committed and loyal parent community.
- **Our Children:** Most importantly, you will work with engaged children who are excited to meet you.
- **Professional Growth:** We provide bespoke professional development to support your career journey, including specific opportunities to hone your skills as an HLTA.

Our Federation recently expanded to welcome Hensall Primary to our group of schools. This full-time HLTA position is a brand-new role, created to meet the growing needs of our four-school model.

How to Apply

We warmly welcome visits to our schools. If you feel you have the qualities we are looking for, please arrange a visit by contacting us at the email address below:

recruitment@wrfed.pmat.academy

Job Title

HLTA

Reports to

Headteacher

Grade/Salary

Contract Type: Fixed Term contract from 01.09.26 for 1 year, 30 hours per week, Term Time only

Payroll Grade - NJC Support Staff Pay Bandings - Band F, pay point 9-13. Starting at £27254 to 29,064 pro rata to hours and term time only

Additional Information

We are advertising for an HLTA to teach across our schools. The year groups will likely be Years 2-6 and some of these classes are mixed-aged classes.

Required from September 2026

Completed application forms should be emailed to:

Executive Headteacher: Ms Suzanne Keeler

recruitment@wrfed.pmat.academy

Pathfinder Multi Academy Trust is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. Enhanced DBS check required. As part of our due diligence process, an online search will be carried out on all shortlisted candidates. These checks are carried out to determine suitability to work with children and keep them safe. If you wish further information regarding these checks please contact 01904 806515.



The White Rose Federation

One family, branching out together

Our schools are part of The White Rose Federation, which joined Pathfinder Multi-Academy trust in November 2024. Our Federation sits within the Trust as a formal partnership between four local schools. Our staff care deeply for our children and we aim to ensure that we do the very best that we can for our children.

The schools in our Federation are Barlow Church of England Primary School, Burton Salmon Community School, Chapel Haddlesey Church of England Primary School and Hensall Community Primary School. We tend to think of ourselves as one school across four sites. We share our training and staff meetings together, utilising each other's strengths to get it right for the children in our schools.

Suzanne Keeler leads the schools as Executive Headteacher and each school also has a head of school at each site, with whom you will be able to work in close partnership. Three of our schools also have the same structure so you will be able to work alongside other HLTAs and teachers who are teaching the same curriculum so you won't be alone!



To flourish here you must be professional, committed, ambitious – for yourself and the school, fair and open to working with others. You also need to be a genuine 'team-player'. We stand by this as continued school improvement can be a tough journey and supporting one another is imperative. We work at pace and challenge each other to be the best that we can be; the new staff member who joins us must mirror this.

I hope that our advert has piqued your curiosity and you'd like to find out more as we may just be your 'cup of tea'! While an advert can tell you the basics, a visit reveals our true character. We invite you to reach out and arrange a time to see our schools firsthand. It would be a pleasure to meet you, discuss your career path, and explore whether our community is the right fit for your future

Extracts from official reports:

"Leaders are very ambitious for all pupils. They ensure that pupils know what life is like in the wider world, beyond the village. Leaders are using the strengths in the federation to share teaching skills and experiences. This ensures that teachers get development opportunities they otherwise would not receive"

"Leaders invest time, support and care in all adults and pupils. This is deeply cherished by all, leading to an aspirational culture which pervades throughout the school."

"The vision of 'one family branching out together' underpins, and strengthens, the impact of the federation on the school community. Each member is personally invested in the school."

"Staff are proud to work at the school and say leaders consider their well-being."

"The school has an effective and timely system to identify the needs of the pupils with SEND. Teachers set appropriate targets for pupils. The school monitors the targets to ensure that pupils are making progress. "

"Working collaboratively significantly supports the school's expertise to provide an ambitious curriculum. The curriculum has different cycles to meet the needs of the mixed-age classes. This ensures that pupils do not repeat topics and learning builds over time."

"The school's ethos is rooted in the nurturing of positive relationships while fostering independence and resilience. This is captured in its vision of, 'one family, branching out together'."



Job Description

Main Purpose of Job

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance pupils' learning in a range of classroom settings, including working with individual pupils or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring pupils, assessing, recording and reporting on pupils' achievement, progress and development, under the direction of the class/ subject teacher.

Job Context

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English

Accountabilities/ Main Responsibilities

Supporting Learning & Development

- Cover short term teacher absence and communicate pupil work as planned by the classroom teacher and manage pupil behaviour
- Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to pupil responses/needs
- Monitor, record and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Interact with pupils in ways that support the development of their ability to think and learn, and work independently
- Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence
- Support pupils in their social and emotional wellbeing, and develop and implement related social, health and physical programmes
- Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison
- Encourage and motivate pupils to promote independence and resilience and increase self-esteem
- Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc.
- Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the pupils
- Provide supervision during breaks as required

Communication

- Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links.
- Play an appropriate part in establishing effective relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils



Sharing Information

- Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence
- Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters
- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality
- Participate in staff meetings
- Share information about pupils with teachers and other professionals as required

Safeguarding and Promoting the Welfare of Children/Young People

- Assist pupils with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence
- Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate

Administration/Other

- Organise and manage an appropriate learning environment and resources
- Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements
- Support the use of ICT to advance pupils' learning and use common ICT tools for own and pupils' learning
- Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls
- Supervise and provide access arrangements for pupils sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations
- Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor
- Participate in training and appraisal

Data Protection

- To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure
- Work with colleagues and others to maintain health, safety and welfare within the working environment

Equalities

- Promote inclusion and acceptance of all pupils
- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own and team members understanding of equality issues

Flexibility

- North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures

Customer Service

- The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment
- The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values



Person Specification

	Essential	Desirable
Knowledge		
Good understanding of child/young people's development and learning processes		
Understanding of individual children and young peoples' needs	✓	
An understanding that children/Young people have differing needs and knowledge of inclusive practice		
Knowledge of Behaviour Management techniques		✓
Knowledge of Child Protection and Health & Safety legislations and procedures		✓
Experience		
Significant experience of working with children in an education setting	✓	
Experience of delivering evidence based interventions that accelerate learning		✓
Experience in a relevant specialism e.g. Art/Music/Sport		✓
Occupational Skills		
Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe	✓	
Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers		
Qualifications		
Level 2 numeracy & literacy qualification or equivalent		
HLTA status or QTS **	✓	
** It is essential that Higher Level Teaching Assistants are assessed against and meet the HLTA standards, or have Qualified Teacher Status to enable them to deliver teaching and learning activities to a whole class		
Relevant NVQ level 4 or foundation degree		✓
Appropriate first aid training (Dependent on the school's needs - insert as appropriate)		✓
Personal Qualities		
Demonstrable interpersonal skills		
Ability to work successfully in a team	✓	
Able to exercise judgement		
Confidentiality		
Flexibility		
Creativity		✓
Other Requirements		
Enhanced DBS clearance		
To be committed to the school's policies and ethos		
To be committed to Continuing Professional Development		
Motivation to work with children and young people		
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Emotional resilience in working with challenging behaviours and attitudes		
Ability to use authority and maintaining discipline		
An empathy for equality & diversity		
The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post		



Pathfinder

Multi Academy Trust

About our Trust

Providing an excellent education from age 2 to 19



Setting the course



Leading the way



Serving and inspiring

Formed in August 2016, Pathfinder is a successful, well-established Multi Academy Trust serving more than 6,600 children and their families across York and North Yorkshire.

We are a flourishing and supportive learning community. A partnership of like-minded Church and Community Schools, where a clear and ambitious vision of a high quality inclusive education **sets the course** and permeates across all areas of school life. Pathfinder has a proven track record of **leading the way**. We are a Trust with strong examination results, high quality teaching

and learning, an inspiring curriculum, excellent opportunities for personal development and a wide, varied programme of extra-curricular opportunities.

We understand that achievement comes in many different forms and work collectively to **serve and inspire**, nurturing aspiration and promoting excellence in all our students. We value the uniqueness and diversity of each of our schools, celebrating this distinctiveness and the contributions they make to the wider Pathfinder community.

Pathfinder schools





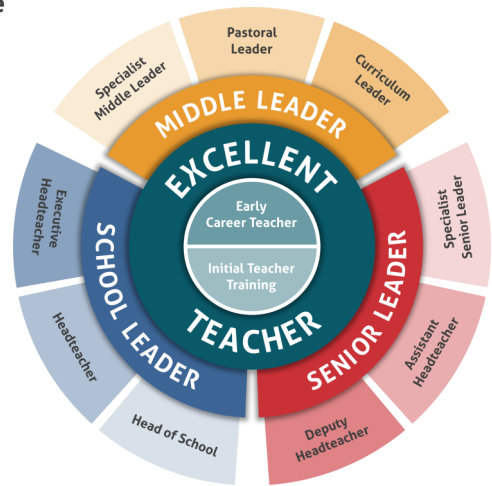
Professional Development

The professional development of our staff is a key commitment of the Trust and we have a career pathways programme to ensure we recruit, develop and retain the very best colleagues.

Teaching Staff

For our teaching staff, we have a career pathways programme which starts with Initial Teacher Training and progresses through to Executive Headteacher. At Pathfinder we:

- create a bespoke pathway to develop each person's individual talents and ambitions.
- provide staff with the highest quality research-proven CPD.
- offer access to skilled leaders and mentors.
- give staff opportunities for development from Initial Teacher Training to senior management.



Support Staff

Our career pathways programme for support staff aims to ensure that all colleagues are equipped with the necessary skills, qualifications and resources to fulfil their roles to the highest standard. At Pathfinder, our support staff will:

- be confident in fulfilling their role to the highest level.
- have an understanding of how their role fits into the wider organisation.
- act as a source of support, advice and guidance to colleagues.
- identify any training and development needs for themselves and staff they manage.
- be given support and advice to develop their skills to progress to posts at the next level.



Partnering with the National Society for Education, the Pathfinder Leadership Academy has been designed to identify, develop and support colleagues to progress into positions of middle leadership and beyond.



Proudly delivering Initial Teacher Training and Education, Appropriate Body services, the Early Career Framework and National Professional Qualifications across our urban, rural and coastal school communities.



Working in partnership with our urban, rural and coastal school communities to champion, sign-post, design and deliver high-quality professional development across Yorkshire and the Humber.



Pathfinder

Multi Academy Trust

Benefits of Working at Pathfinder

Our range of employee benefits aims to support the health and wellbeing of our staff ensuring they are valued and supported throughout their time at work.

Pension Scheme

You are offered membership of either Teachers' Pension Scheme, or for support staff, the Local Government Pension Scheme. As well as employees paying into the scheme (banded, based on earnings) Pathfinder also pays into the scheme on your behalf at the following rates (regardless of earnings).

Local Government Pension Scheme

We contribute an additional 19.9% of your salary.

Teachers' Pension Scheme

We contribute an additional 28.68% of your salary.

Staff Benefits Platform

Our dedicated employee benefits platform Vivup provides staff with access to all of our benefits in one easy to use and convenient place.

Vivup also provides exclusive benefits through their platform and the option to spread the cost of purchasing items straight from your salary through the home and electronics and cycle to work benefits.



CSSC Sports and Leisure

Our staff benefits scheme with CSSC gives Pathfinder staff access to over 4,500 benefits, offers and activities including savings at restaurants, cinemas, gyms, theme parks and attractions; up to 70% off shopping with thousands of online and high street retailers and free health and wellbeing portal for courses, classes and content.



TES Magazine Subscription

All Pathfinder employees have unlimited access to the online TES magazine keeping you up to date with the latest education news, analysis and teaching and learning knowledge.



Employee Assistance Programme

Making sure everyone at Pathfinder gets the support they need whatever their



worries, the Employee Assistance Programme provides specialist counselling and resources 24 hours a day, 365 days a year. The service is completely confidential and provides support by telephone or online from specialist call handlers and counsellors who understand the demands of working in education. You can also access:

- Emotional support and counselling
- Six sessions of in person or telephone counselling
- Access to online Cognitive Behavioural Therapy
- Specialist information on work-life balance
- Financial and legal advice

Able Futures

As a Trust, we are subscribed to Able Futures which provides up to nine months of confidential, no cost advice, guidance and support from mental health professionals to help you cope with work while you manage a mental health condition such as anxiety, depression or stress.



Discounted Bus Travel

As part of the First Bus Commuter Travel Club, Pathfinder employees benefit from discounts on work and leisure travel using First Bus services. The benefits include:



- Savings on discounted monthly bus tickets
- Unlimited bus travel in your chosen zone
- Tickets delivered straight the First Bus app
- Spread the cost of annual travel

Free Will Writing Service

Estate planning and will writing specialists



Durham McCarthy are able to offer Pathfinder employees a free will writing service to help you plan for your future, protecting your family and loved ones.