

We are seeking to appoint an enthusiastic individual to join a school in which staff will certainly help to make you feel part of the team.

The appointed person will join our HLTA Team assisting students to enjoy and achieve by complimenting the professional work of the teachers. HLTA status (or willingness to work towards this with the support of the school) and the ability to demonstrate specialist knowledge and understanding of a subject is essential.

The Laurels Academies Trust
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW



HIGHER LEVEL TEACHING ASSISTANT (KS3/4) - PE

Permanent part-time position to start as soon as possible
8:20am -3:45pm Monday to Friday, term time only plus a balance of hours to attend training days and other events that may take place outside normal working hours.

Grade 8 (Pt 15-18): £28,605 – £31,029 Annual (FTE)

Approximate starting salary of £22,077 per annum

(pay award pending April 2026)

“This is a school where staff care for the pupils and want the best for them”

“Pupils understand the value of each subject and how it might help them in the future”

(Lutterworth College Ofsted, January 2023)

Working as a Higher Level Teaching Assistant supporting the students in achieving their desired outcomes:

We would like from you:

- To have excellent communication and interpersonal skills.
- To have GCSE A*-C or equivalent in Maths and English.
- To be a team player with loads of energy and enthusiasm.
- To have the ability to make a significant contribution to the outcomes for our students.
- To have HLTA Status or be willing to work towards this with the support of the school.

We can offer you:

- A strong commitment to your training and development.
- Fantastic students who are a pleasure to work with.
- Excellent facilities & resources.
- The opportunity to make a real difference to students' lives.
- Automatic enrolment to the Local Government Pension Scheme.
- Free on-site parking.
- Comprehensive Wellbeing package

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application forms to:

Diane Orton E-mail: d.orton@lutterworthcollege.com

Closing date: Friday 11th September 2026 (8am)

Interview Date: to be confirmed

Lutterworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to receipt of a satisfactory Enhanced DBS check, pre-employment checks, including evidence of your right to work in the UK, online checks and a satisfactory Health Check. References will be requested for all shortlisted applicants before interview.

While we acknowledge the advantages of AI in crafting personal statements for applications, we strongly encourage and expect applicants to personalise and tailor responses. Please note that the school may utilise AI checking solutions during the application review process and will be considered when shortlisting.

Job Description

Post Title:	Higher Level Teaching Assistant (KS3/4)
Purpose of Post:	To complement the professional work of teachers by taking responsibility for agreed learning activities under a system of supervision and to enable students to progress with their learning by demonstrating specialist knowledge and understanding – subject-based, linked to a specific area, or pastoral. This post will also include covering for teachers in their absence. To contribute to enabling students to enjoy learning and to achieve by stretching educational targets and by assisting with the planning, delivery and evaluation of learning activities for whole classes, groups and individual pupils. Specified work may be delivered to whole classes, without the presence of a teacher, to cover unplanned absences. Assist with development of other Teaching Assistants.
Reporting To:	Head of Faculty
Grade:	8 (points 15 - 18)
Hours:	1301 hours per annum. 33.75 hours per week 8:20am - 3:45pm Monday to Friday with a 40-minute unpaid lunch break, term time only plus a balance of 18 hours to attend training days and other events that may take place outside normal working hours. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs. The postholder will also be required to support Independent Learning Club until 4.30pm one day per week, with the day to be agreed on appointment. This additional time will be claimed separately.
Main (Core) Duties	
The person appointed would be expected to: • Be linked to a faculty, developing expertise in that area, knowledge of curriculum and marking criteria. • Demonstrate a good working knowledge of the subject. • Attend training sessions and meetings as necessary. • Run and/or support revision sessions either/or during lunch and after school. • Assist the faculty and teachers, by providing a high level of support, in the delivery of the curriculum. • In collaboration with teaching staff, construct and use teaching and learning objectives to plan and prepare challenging learning programmes, planning your own role in lessons and	

adjusting as appropriate within frameworks set by the teachers.

- Advance and support students' learning in a range of classroom settings, including working with individuals, small groups and covering whole classes where the assigned teacher is not present, delivering pre-determined learning activities whilst ensuring pupil safety and facilitating students' emotional development.
- Monitor, evaluate and report back individual students' needs, their engagement in activities and their achievement of the desired learning objectives, thus contributing, maintaining and analysing records of students' progress.
- Monitor students' responses to learning tasks and modify their approach accordingly.
- Support students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development.
- Build and maintain successful relationships with students; respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement.
- As a fully integrated member of the School, be responsible for working to and upholding School policies, procedures and statutory frameworks that directly impact on work with students.
- Ensure the general safety and welfare of students by being aware of Health and Safety guidelines, reporting accidents to appropriate personnel.
- Provide personal care for students with SEND within the Schools policy guidelines.
- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
- Act as a Mentor, monitoring and recording student progress and attending target setting days as appropriate.
- Liaise effectively and work positively with parents, carers and other agencies regarding the needs of individual students whilst being aware of confidentiality issues.
- Offer a high level of support, demonstrate and promote the positive values, attitudes and behaviour expected from the students with whom they work.
- Develop inclusion by facilitating participation and learning; help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers whilst promoting independent learning.
- Demonstrate effective classroom management and organisation by implementing strategies to encourage a high standard of behaviour in line with the Schools behaviour policy which contributes to a purposeful learning environment.
- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of students' needs and interests.
- Provide extensive support to teachers in evaluating student progress through a range of assessment activities and liaise with pastoral staff where appropriate.
- Use clearly structured teaching and learning activities, which interest and motivate students, and advance their learning.
- Communicate effectively and sensitively with students to support their learning.
- Be able, where relevant, to guide the work of other adults supporting teaching and learning in the classroom.
- Develop and maintain positive relationships with colleagues and other professionals.
- Reflect and improve own practice, including through observation, evaluation and discussion with colleagues.
- Facilitate students' physical, emotional and educational development by contributing to the planning of opportunities for students to learn through outdoor activities, visits and trips which may, on occasion, involve working out of hours in accordance with School policies and procedures.
- Carry out Clerical/Administrative work as appropriate.
- Supervise students during social times, carrying out site patrols & duties as directed.
- Be expected to work across the faculty as directed by the Head of Faculty.

Additional duties to include:
The postholder may be required to: • Assist with the invigilation of examinations. • Act as an appointed person for first aid, following appropriate training. • Accompany and supervise students on educational visits. • Participate in programmes for mentoring students. • Support co-curricular activities where appropriate. • Contribute to the development and sharing of good practice within the Trust and with relevant partner organisations. • Carry out other duties which may reasonably be required from time to time, provided they are commensurate with the grade and responsibility level of the post.