

## JOB ADVERT

- **Job Title: Higher Level Teaching Assistant (HLTA)**
- **Salary: Pay Scale 5-6, Spine Points 10-18. Actual Salary Range: £23,742.27-£27,036.90 PA. Annual Salary Range: £27,694.00-£31,537.00 PA. Pay Award Pending.**
- **Hours: 37 hours per working week, term time + inset days. Monday to Thursday 8.30am to 4.30pm and 8.30am to 4pm Friday.**
- **Contract Type: Permanent. Start Date: ASAP.**

### **About the Role**

We are seeking a committed and skilled **Higher Level Teaching Assistant (HLTA)** to join our Outreach provision. This is an exciting opportunity to make a real difference to pupils who require a more bespoke, flexible, and supportive approach to learning.

Our Outreach pupils may experience challenges such as social, emotional and mental health needs, behavioural barriers, or other factors affecting school attendance. As part of our Outreach team, you will help pupils overcome these barriers, re-engage positively with learning, and make strong academic and pastoral progress.

If you are motivated by helping children thrive, able to build strong relationships, and confident in delivering high-quality learning, we would love to hear from you.

### **What You Will Do**

- Plan, deliver and assess high-quality learning activities, including accredited courses, in line with academy standards.
- Differentiate teaching approaches to meet the individual SEMH (Social, Emotional and Mental Health) needs of pupils.
- Apply specialist knowledge to support both academic progress and personal development.
- Create and maintain a positive, structured and engaging learning environment.
- Monitor, assess and record pupil progress, providing clear and constructive feedback to staff and parents.
- Promote positive behaviour, independence and self-reliance among pupils.
- Support a diverse range of learners, ensuring inclusion and high expectations for all.
- Use ICT effectively to enhance learning and encourage pupil independence.
- Collaborate with teachers, support staff and external professionals to support pupil outcomes.
- Provide guidance and support to Learning Support Assistants where appropriate.
- Build strong, positive relationships with pupils and their families to support progress and well-being.
- Safely transport pupils as required as part of the role.

### **About You**

- Has relevant HLTA experience within a school setting, or a minimum of four years' experience as a Learning Support Assistant/Teaching Assistant.
- Holds an NVQ Level 3 qualification (or equivalent) and meets HLTA standards.
- Demonstrates strong literacy, numeracy and ICT skills.
- Has a sound understanding of child development, learning processes, and the needs of pupils with SEMH (Social, Emotional and Mental Health needs).
- Is confident in assessing learning, recording progress, and adapting approaches to meet the needs of individual pupils.
- Is calm, well-organised and able to use initiative when working independently.
- Promotes positive behaviour consistently, in line with school policies and procedures.
- Works effectively as part of a team and builds strong, professional relationships with families and external professionals.
- Is committed to safeguarding, equality, inclusion and the overall wellbeing of all pupils.

- Demonstrates enthusiasm for continuous professional development and learning.
- Holds a full, clean driving licence; a minibus qualification is desirable, or a willingness to undertake training.
- Is willing and able to carry out driving duties using their own vehicle, with appropriate business insurance (mileage reimbursed at the current GOV.UK rate).

### **What We Offer**

- The chance to transform outcomes for vulnerable pupils.
- A supportive and dedicated Outreach team.
- Opportunities for professional development and training.
- A role where every day brings variety and impact.
- A friendly and supportive working environment
- Automatic enrolment into Local Government Pension Scheme
- Free onsite car/bike parking at our Academy
- Access to the Employee Assistance Programme
- A responsive, supportive and involved team
- A Residential Academy that is fully committed to nurturing the potential in all of our pupils.

Potential candidates are invited to contact us for an informal conversation, please contact Jane Quilter- HR Operations Manager on telephone: 01277 624580 or email: [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) We reserve the right to call applicants to interview and appoint, prior to the closing date.

To apply please complete the application form, which can be found on our website, or follow this link: <https://ramsdenhall.org.uk/careers/vacancies> This form must be fully completed and submitted to [jquilter@ramsdenhall.org.uk](mailto:jquilter@ramsdenhall.org.uk) (unaccompanied CVs or third party application forms will not be accepted) by the closing date stated.

Ramsden Hall Academy (RHA) is part of the Parallel Learning Trust (PLT), a Multi Academy Trust based in Carshalton and is committed to safeguarding and promoting the welfare of all pupils attending the Academy. As the duties of this post involves regular contact with children, any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service, medical clearance and satisfactory references. We will also carry out online searches on shortlisted candidates to help identify any incidents or issues that are publicly available online.

PLT is a Multi Academy Trust and Approved DfE Academy Sponsor; a forward thinking and innovative primary, special and alternative provision provider. PLT is committed to Safer Recruitment and aims for quality services and equal opportunities.

**Closing date for applications is 5 June 2026**

**Interviews will take place week commencing 15 June 2026**