



HIGHER LEVEL TEACHING ASSISTANT
Grade 6 (SCP 11-17) £28,142 - £31,022 per annum
(pro-rata for Term-Time working)
Stephenson Way Academy & Nursery School
32.5hrs per week
Permanent

Stephenson Way Academy & Nursery School are seeking to appoint a qualified Higher Level Teaching Assistant to join our team. The successful candidate will be available to work from 8.30am until 3.30pm - Monday to Friday during term time. The post will commence on 5th January 2026 and will be working in year 5/6.

The successful candidate will:

- Be able to provide short term cover or classes in planned or in unexpected non-timetabled situations including PPA cover
- The ability to plan, prepare and deliver learning activities with individual pupils, groups and (in the short term) whole classes, and also assess, record and report on pupil's progress under the direction of a Teacher.
- Have experience of supporting teaching and learning in the classroom.
- Demonstrate the highest standards of classroom practice.
- Be responsive, flexible and sensitive to the differing needs of pupils including those with SEND.
- Have experience of delivering well structured interventions.
- Communicate effectively in a variety of situations.
- Use ICT competently both in classroom practice and for own professional work.
- Build and sustain effective working relationships with all members of the school community.
- Work flexibly with a commitment to continuity and quality of education.
- Be focused and driven to ensure that all children fulfil their potential.
- Be innovative and seek to continually develop.

Closing date for applications: 1st December 2025 (noon)

Interviews will be held on: 4th December 2025 (pm)

For more information about the role, school or Trust please contact Miss Jill Cooke, Executive Head Teacher on 01325 300324.

Applications will only be considered on a Trust application form. For an application pack for the post please email recruitment@tudhoelearningtrust.co.uk. Application forms should be returned to the Trust HR Manager via email at recruitment@tudhoelearningtrust.co.uk.

The Trust is committed to promoting the welfare of and safeguarding all children in its schools and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, and you will be required to undertake an enhanced DBS Check.

Calculation of term time only

Term time only plus is calculated based on the following:

- Number of 'teaching' weeks - 39 weeks; plus
- Public (bank) holidays - 1.6 weeks (8 days); plus
- Individual leave entitlement - 5.4 weeks (26 days) or 6.4 weeks (31 days)

Individual leave entitlement is calculated on the length of continuous service. Employees with less than 5 years' service will receive 26 days annual leave. Employees with more than 5 years' service will receive 31 days annual leave. For example:

Calculation for employees with less than 5 years' service:

39 weeks (term time) + 26 days (annual leave) + 8 days (public holidays) = 45 weeks' pay, to be paid in 12 equal monthly instalments

Calculation for employees with more than 5 years' service:

39 weeks (term time) + 31 days (annual leave) + 8 days (public holidays) = 46 weeks' pay, to be paid in 12 equal monthly instalments