



Belong. Believe. Achieve. Grow.

Applicant Information Pack:
Higher Level Teaching Assistant

Closing date: 7th October 2026

Applications can be made via
completing the [application form](#).

To arrange a visit or apply, contact:
Mel Knight - Operations Manager - The Circle Trust
recruitment@thecircletrust.co.uk tel. 0118 338 1961

Be the heart of our school community

**The Circle Trust Support Pay Grade 5 SCP 12 – 17 (depending on experience) Actual salary £21,841-£23,693
FTE £29,542-£32,046 per annum – 32.5 hours – 5 days per week | Term time | Permanent**

We are seeking to appoint an enthusiastic, skilled and dedicated Higher Level Teaching Assistant (HLTA) to join our friendly and supportive team. This is an exciting opportunity for a motivated professional who is passionate about helping children to thrive, learn and succeed.

As a HLTA, you play an integral role in supporting high-quality teaching and learning across the school. You will work closely with teachers to deliver planned lessons, lead small group work and interventions, and at times take responsibility for whole-class teaching.

We offer:

- Enthusiastic children who are well-behaved and eager to learn.
- A supportive, friendly team of colleagues dedicated to delivering the best education for every child.
- A school where everyone is valued and encouraged to seek success through excellent continuous professional development opportunities.
- A school with a strong sense of community, well supported by parents and the Trust.
- A thriving, well-resourced and popular school with extensive and attractive grounds.

As Higher Level Teaching Assistant you will:

- Hold HLTA status (or is willing to work towards HLTA qualification).
- Have experience of successfully running interventions and teaching small groups or whole class in a primary school.
- Demonstrate strong communication and organisational skills.
- Be committed, adaptable and able to work effectively as part of a team.
- Show initiative and a passion for supporting children's learning and wellbeing.
- be warm, patient and able to build positive relationships with pupils.
- Have high expectations of achievement and behaviour.

To arrange a visit or apply

Mel Knight - Operations Manager - The Circle Trust - recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Applications can be made via the [application form](#) on our school website and will be considered upon receipt

Closing date: 7th October 2026 | **Interview date:** To be confirmed

Applications will be considered upon receipt and we reserve the right to close the advert early

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.



The
Hawthorns
Primary School



Our school

The Hawthorn Primary School is a thriving and popular school at the heart of leafy Woosehill, with a strong sense of community. We are fortunate enough to have a well-equipped attractive building with spacious grounds. Our dedicated and skilled staff aim to provide the best education they can for all our children. We are well-supported by our strong partnership with our Trust, an engaged local community and wonderfully enthusiastic parents.

At The Hawthorns, we pride ourselves on our caring and friendly ethos, where everyone is encouraged to flourish as we nurture, develop and celebrate all talents and gifts. Our children come to school eager to learn and we aim to encourage this positive attitude by providing them with learning opportunities that are memorable, challenging and tailored to the way each child learns best.

We place children at the heart of everything we do, with the priority to keep them safe and happy. Our vision is underpinned by our core values of *Belong. Believe. Achieve. Grow.*

The ethos of our school, our curriculum, policies and practice, and all that we put into place for our community, grow from these roots.

“Leaders are determined that
pupils do well and want the
best for every child.”

Ofsted 2022



Belong. Believe. Achieve. Grow.



Job description

Salary

The Circle Trust Support Pay Grade 5 SCP 12 – 17 (depending on experience) Actual salary £21,841-£23,693 FTE £29,542-£32,046 per annum – 32.5 hours – 5 days per week | Term time | Permanent

Contract

Permanent

Start Date

Immediate

Job purpose

To support high-quality teaching and learning across the school by delivering planned lessons, targeted interventions and pastoral support. The HLTA will work under the direction of teachers and leaders and will take responsibility for whole-class delivery as required, enabling all children to make strong progress academically, socially and emotionally.

Duties and responsibilities

Teaching and Learning

- Deliver pre-planned lessons to whole classes in the absence of the teacher (e.g., PPA cover, short-term cover)
- Lead small-group and 1:1 interventions (e.g., phonics, reading fluency, number fluency, EAL, SEMH)
- To work with children on individual targets in reading, writing and maths
- Adapt resources and tasks to meet the needs of all learners, including pupils with SEND and additional needs
- To support children's emotional development and resilience when approaching learning tasks
- Use a range of behaviour for learning and therapeutic strategies to foster a positive, inclusive classroom climate
- Promote high standards of oracy, literacy and numeracy across the curriculum.

Planning, Assessment and Progress

- Work with teachers to plan and prepare learning activities and success criteria
- Provide feedback to pupils in line with school policy; mark and assess work as directed
- Track and record intervention outcomes; contribute to pupil progress reviews and next steps
- To report back to class teachers and the SENCO on the progress of children in reading, writing and maths, keeping written records as necessary
- To liaise with parents/carers and foster good links between home and school under the guidance of class teachers and the SENCO
- Support the preparation and delivery of classrooms, displays and learning environments.

Inclusion and Pupil Support

- To help children of all abilities, including those with special educational needs, to learn as effectively and independently as possible, both individually and in small groups, inside and outside of the classroom
- Implement Education Health and Care Plans (EHCPs), SEN and personalised provision under SENCO guidance
- To assist with the planning, coordination and assessment of children's individual targets and plans, taking into account the recommendations and guidelines set out in the child's Educational Health and Care Plan
- To make ongoing notes and assessments of children's progress and contribute to statutory meetings such as Annual Reviews
- Use appropriate strategies to support pupils with SEND, EAL, SEMH and those eligible for pupil premium
- Promote safeguarding, wellbeing and attendance; act as a key adult where appropriate.

Behaviour, Ethos and Pastoral Care

- Model and uphold the school's behaviour policy, values and safeguarding culture
- Build positive relationships with pupils, parents and carers; communicate effectively and professionally
- Contribute to the wider life of the school (e.g., clubs, trips, assemblies, enrichment).

Professional Conduct and Development

- To support and uphold the school's vision and values
- To follow school policies and the staff code of conduct
- Reflect on practice and engage in training to develop professional expertise
- Maintain confidentiality and comply with data protection (GDPR)
- Participate in performance review/appraisal and line management meetings
- Carry out administrative tasks relevant to the role
- Implement and promote the school's equal opportunities policies at all times and value diversity.

General

- To attend relevant in-service and external training as and when required
- To attend and contribute to all school meetings as directed by the Headteacher
- To accompany children on school trips and other events as directed by the Headteacher
- To ensure the smooth running of lunchtimes; helping to set up the lunch hall, supervising the children eating and playing, engaging in play activities with the children and helping clear up the lunch hall and playgrounds
- To administer first aid or carry out simple medical procedures in line with school guidelines
- To ensure the health and safety of children and to report any concerns or details of accidents/incidents as necessary
- To develop activities to promote social interactions between pupils during break times
- To assist in the general care of the learning environment by keeping curriculum resources in classrooms and around the school tidy and in good order
- To oversee the organisation of resources for a named curriculum area working in partnership with the subject leader
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher.

Safeguarding

- **The Hawthorns Primary School is committed to safeguarding and promoting the welfare of children and young people** and expects all staff and volunteers to share this commitment
- The successful candidate will be required to undertake an enhanced DBS check with barred list information, provide satisfactory references, and complete all safer recruitment checks in line with KCSIE and Trust procedures.

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Higher-Level Teaching Assistant will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. This job description may be amended following consultation to meet the changing needs of the school.



Person specification

Qualifications and training

	Criteria	Essential	Desirable
1.	HLTA status (or equivalent) or willingness to achieve HLTA accreditation within an agreed timeframe.	✓	
2.	GCSEs (or equivalent) in English and Maths at grade C/4 or above.	✓	
3.	Evidence of ongoing CPD relevant to primary education.	✓	
4.	Level 3 (or higher) qualification in supporting teaching and learning.		✓
5.	Training in phonics (e.g., Little Wandle, Read Write Inc.) or structured maths interventions (e.g., Numicon).		✓
6.	First Aid / Paediatric First Aid		✓

Experience

	Criteria	Essential	Desirable
7.	Experience of working with primary-aged children in an educational setting	✓	
8.	Experience of supporting children with a range of special educational needs	✓	
9.	Experience of teaching small groups of children and some experience of whole class teaching	✓	
10.	Experience of delivering small-group interventions and contributing to pupil progress.	✓	
11.	Experience of communicating with a wide range of people from different backgrounds	✓	
12.	Experience of record keeping	✓	

Knowledge and understanding

	Criteria	Essential	Desirable
13.	Understanding of the primary curriculum and age-related expectations.	✓	
14.	Knowledge of effective strategies for inclusion, scaffolding and differentiation.	✓	
15.	Understanding of safeguarding responsibilities (KCSIE), child protection, confidentiality and GDPR.	✓	
16.	Awareness of behaviour for learning principles and trauma-informed practice.		✓
17.	Understanding of the educational welfare and social needs of children		✓
18.	Working knowledge of implementing interventions to support children with special educational needs	✓	
19.	Basic knowledge of IT to effectively support children	✓	
20.	Knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning		✓

Skills and abilities

	Criteria	Essential	Desirable
21.	An ability to develop positive relationships with children, valuing their diversity, to enhance their learning and social development	✓	
22.	Proven written and oral communication skills	✓	
23.	Numeracy and literacy skills to effectively support the pupils with their learning	✓	
24.	Confident to deliver whole-class learning from teacher plans.	✓	
25.	Good questioning skills		✓
26.	The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team	✓	
27.	Excellent communication and interpersonal skills	✓	
28.	The ability to work with a range of professionals from external agencies	✓	
29.	The ability to remain calm in challenging situations and to ask for help when needed	✓	

Personal qualities

	Criteria	Essential	Desirable
30.	A commitment to uphold the school's vision, values and staff code of conduct	✓	
31.	A commitment to equal opportunities and assisting the school in raising achievement for all its pupils.	✓	
32.	Ability to remain positive, calm and child focused in challenging situations	✓	
33.	Organised, proactive and able to use initiative within agreed frameworks.	✓	
34.	A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner	✓	
35.	A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required	✓	

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About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first-rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](https://www.thecircletrust.co.uk) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



The
Hawthorns
Primary School



About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten-pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Visits to the School	Visits to the school are warmly welcomed, please contact recruitment@thecircletrust.co.uk to arrange a visit.
Application form	Please complete The Circle Trust application form . This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.
References	We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.
Equal opportunities	We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified. The completion of this equal opportunities monitoring form is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form. Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.
Application closing date	The closing date for applications is 7th October 2026. Applications can be made via the application form on our school website. Applications will be considered upon receipt and we reserve the right to close the advert early. Please send your application to Mel Knight - Operations Manager - The Circle Trust - recruitment@thecircletrust.co.uk tel. 0118 338 1961

Shortlisting	Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.
Interview Dates	To be confirmed
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.



The Hawthorns Primary School

Northway, Woosehill, Wokingham, Berkshire, RG41 3PQ

t: 0118 9791676

[website](#)

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The Hawthorns Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk