



Hawkins Crescent
Shoreham by Sea
West Sussex
BN43 6TN

Headteacher: Isabel Robson

Telephone number: 01273 596904
Website address: www.héronsdale.co.uk

**Heron's Dale Primary School
HLTA Vacancy
Candidate Information Pack**

Dear Candidate,

Heron's Dale Primary School is a Generic Special Primary School catering for 149 pupils aged between 4-11 years old. Our pupils have a variety of learning difficulties and associated special needs.

I am delighted that you have requested further information for our current vacancy. We are looking for a HLTA to join us and become part of our successful team, giving the very best support to our community every day, because at Heron's Dale Primary School 'We can do anything'. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with severe learning needs.

As part of Heron's Dale's vision and values we are committed to supporting inclusion and diversity to recruit colleagues who reflect our local community. We are aware that we have more work to do in this space and are committed to learn and make the required changes.

Heron's Dale Primary School offers:

- Excellent CPD opportunities
- A range of employee support and wellbeing benefits including free exercise and yoga classes and access to the WSCC Employee Assistance Programme (EAP), counselling and contributions towards medical costs and an exclusive rewards platform.

We are committed to providing an excellent education for all students so that they develop the communication, social, life and vocational skills necessary to take an active role as citizens in the local, national and international community.

In this role you will gain a wealth of experience and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Heron's Dale team? I am really looking forward to receiving your completed application.

Yours sincerely

Isabel Robson
Headteacher





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Job Advert

Salary: NJC Grade 8

Contract Type: Permanent

Working Pattern: Term time only, 8.30-4pm (35 hours a week)

Location: Herons Dale Primary School

Interviews: Week commencing 19th October 2026

Start Date: As soon as possible

Closing Date: 15th October 2026

Please apply application form, stating how you meet the criteria in the Person Specification and how you would be able to deliver the required elements specified in the job description.

WHAT YOU NEED TO SUCCEED

To be successful in this role you will need to:

- Good communication and interpersonal skills with the ability to work as part of a team and on own.
- Experience in leading classes/sessions.
- The ability to lead in a specific area that has school wide impact.
- Experience in running suitable interventions around the school to support pupils.
- Knowledge of the school development plan.
- Willingness to learn and upskill to better support the school.
- An ability to use your own initiative, prioritising tasks and managing your own time.
- Ability to support others and upskill them with moving and handling requirements across the school.





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Job Description – Higher Level Teaching Assistant

Responsible to: Senior Leadership Team

GRADE 8

Key Tasks:

- To lead on specific areas across the school
- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision in order to provide cover for Teachers Planning, Preparation and Assessment (PPA) time and for Management time for members of the Senior Management as required. This may involve planning, preparation and delivering learning activities for individuals / groups, monitoring pupils and assessing, recording and reporting on pupils' achievement, progress and development.
- To be responsible for the management and development of specialist areas within the school and/or management of other Teaching Assistants including allocation and monitoring of work, professional development and training.

SPECIFIC RESPONSIBILITIES

Support for Staff

- Manage other Teaching Assistants and PIMMS/MDMS.
- Liaise between managers / teaching staff / Teaching Assistants.
- Attend regular team meetings with relevant staff.
- Represent Teaching Assistants at appropriate meetings.
- Undertake recruitment / induction / professional development / training / mentoring for other Teaching Assistants.
- Provide feedback regarding pupil performance to relevant teachers.
- Liaise with specialists / other schools / other professionals.
- Provide support during Teachers PPA time.
- To support in all aspects of Positive Behaviour Support for pupils; being a role model and advisor to others
- To have responsibility for a communal area in school
- To have responsibility for the displays in a specific area of the school
- To be jointly responsible for the staffroom and all displays within it
- Carry out Maths, English and other intervention programmes under the direction of SLT
- To attend and contribute to School Development Planning meetings, taking responsibility for sharing aspects of it with staff and collating evidence





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INDIVIDUAL RESPONSIBILITIES

- To have overall responsibility of a specific aspect of school to be agreed upon on offer. This may include sensory support, behaviour support, staff development, pastoral support, moving and handling.
- Run appropriate interventions to support the development of pupils.

GENERAL RESPONSIBILITIES

- To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies
- To maintain confidentiality in all aspects relating to Herons Dale Primary School. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct
- To co-operate with all Herons Dale Primary School staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Headteacher.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the post holder. Additional duties and responsibilities dependent on requirements of school but will remain in keeping with the level of the role.





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**Person Specification for Grade 8 Higher Level Teaching Assistant
at Herons Dale Primary School**

	Essential	Desirable
Qualifications		
HLTA status or willingness to undertake the relevant training in the future	X	
Qualification in English/literacy and Mathematics/numeracy, equivalent to at least Level 2 of the National Qualifications Framework.	X	
Evidence of commitment to further professional development and growth.	X	
Other relevant qualifications		X
First Aid Qualification		X
Child Protection and Safeguarding training within the last two years		X
Experience		
Working in school for a minimum of 3 years in the primary age range.		X
Experience of teaching whole class lessons	X	
Planning alongside teachers		X
Training or expertise in a relevant curriculum or other learning area		X
Experience of leading a team and/or project/whole school initiative		X
Skills and Qualities		
Demonstrate the HLTA standards 17 to 33	X	
Plan effective activities for pupils at risk of underachieving;	X	
Develop their knowledge through the evaluation of their own learning needs;	X	
Work independently;	X	
Remain calm under pressure and able to adapt to change quickly, demonstrating a flexible approach to working	X	
Demonstrate good communication skills	X	
Demonstrate good interpersonal skills	X	
Liaise effectively with colleagues	X	
Demonstrate their positive attitude to the job/pride in work	X	
Demonstrate their positive approach to behaviour management	X	





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	Essential	Desirable
Demonstrate their knowledge of SEND Code of practice	X	
Demonstrate their awareness of Health and Safety issues	X	
Demonstrate an awareness of the importance for confidentiality	X	
Demonstrate their enthusiasm and energy to work as part of a team and with a variety of different people	X	
Demonstrate the skills needed to supervise and manage a class	X	
Be enthusiastic about children's learning	X	
Skills of coaching and mentoring with adults and pupils		X
Experience of dealing with a range of people and behaviours		X
Experience of organising, leading and motivating a team within a classroom		X
Knowledge and Understanding Of		
HLTA Standards 8 to 16	X	
Relevant policies, codes of practice and legislation (e.g. Safeguarding)	X	
Curriculum and Assessment for Primary aged children and children with SEN	X	
Multi agency working		X
Abilities		
To form and maintain appropriate professional relationships and boundaries with children and young people.	X	
To work constructively as part of a team	X	
To supervise pupils effectively both in and out of school in line with the school's behaviour policy.	X	
To organise the classroom activities e.g. preparing and setting out resources and implementing strategies for teaching and learning	X	
To deal with sensitive information in a confidential manner.	X	
To provide a good role model to young pupils.	X	
To contribute to overall ethos/work/aims of the school.	X	
To work in partnership with parents and teachers.	X	
To use own initiative and work flexibly.	X	
Other Personal Qualities		
Warmth, humour and sensitivity in relationships with adults and children	X	
The ability to be a punctual and a good time keeper	X	
The ability to be flexible and use initiative	X	
The ability to work constructively as a member of a team understanding roles and responsibilities and your own position within these	X	
A sense of responsibility to colleagues and the school	X	





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	Essential	Desirable
A willingness to attend appropriate meetings and school training sessions	X	
The ability to carry out any other duties required by the SLT which is within the scope of this post.	X	
A willingness to attend events beyond school hours, by agreement		X

Additional information

We hope that you have found this pack useful. Please do take a look at our website as well for more information about the school – www.héronsdale.co.uk

Herons Dale Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

For more information please reach out to Jenny Birch, School Business Manager on sbm@heronsdale.co.uk

How to apply

Please send completed application forms to sbm@heronsdale.co.uk ahead of the closing date.

Data protection

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates in accordance with our retention policy.

Safeguarding commitment

Herons Dale Primary School and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

