



*Proud to be Primrose Lane*

**Temporary HLTA Position**  
(1 year in the first instance)

## **Candidate Information Pack**

Closing date: Friday 26<sup>th</sup> June at 12.00 midday

Short Listing: Monday 29<sup>th</sup> June

Interviews: Friday 3<sup>rd</sup> July



# *We are Proud to be Primrose Lane*

## Job Details

Start Date: September 2026

Pay scale: SO1 (23- 25)

Contract Type: Full – Time and Temporary

Application Closing Date: Friday 26<sup>th</sup> June 2026

Shortlisting Date: Monday 29<sup>th</sup> June 2026

Interview Date: Friday 3<sup>rd</sup> July

## **About Primrose Lane**

Primrose Lane is a community primary school with 160 children aged 3-11 currently on role. Our school is close to the centre of Boston Spa, an attractive rural village located on the outskirts of Leeds. Our vision is simple: every lesson, every day, we help pupils develop enquiring minds, high aspirations and the resilience to flourish academically and socially.

We are a nurturing and inclusive school. Our curriculum blends strong core provision with creativity, outdoor learning and a rich personal development offer so pupils learn the meaning of British Values and are prepared to be responsible, active citizens. Staff and pupils are proud to be Primrose Lane.

Primrose Lane is part of Wharfe Valley Learning Partnership, a group of local schools who work together to ensure consistently high standards of teaching and learning across the partnership. School leaders and governors from each school work together to provide 'critical friendship', collaboration and professional development opportunities for all staff and governors.

We are also working closely with Roundhay School, an outstanding school in North Leeds as part of our ongoing school development journey.

We are looking for a talented and motivated HLTA to join us from September 2026.

## **Why join us now?**

- A bespoke CPD and coaching package designed to accelerate your development and classroom impact.
- Close collaboration with Roundhay School, giving access to outstanding practice, subject expertise and joint training.
- A supportive leadership team and a values driven community where staff and pupils are proud to belong.

**If you are passionate about making learning meaningful and helping every pupil fulfil their potential, we would love to hear from you.**

## **HLTA Job Summary**

### **Important qualities in our new HLTA:**

- Holds HLTA status (or equivalent) and recent experience of working across EYFS and KS1
- Can plan and teach high quality small group and whole class sessions, personalise learning and use assessment to inform next steps
- Demonstrates excellent behaviour management, strong communication skills and the confidence to lead PPA cover lessons.
- Is committed to inclusion: able to support pupils' social, emotional and moral development and deliver targeted interventions.
- Is keen to learn, contribute to the team and share effective practice.
- Has a clear understanding of safeguarding and commitment to keeping children safe

### **The role will include:**

- Plan, deliver and assess engaging lessons and learning activities across EYFS and KS1, including providing PPA cover.
- Provide short-notice class cover when required and lead learning that keeps pupils on track
- Deliver targeted interventions and support individuals and small groups to accelerate progress.
- Organise resources and classroom environments that promote independence and inclusion
- Work closely with teachers and leaders to provide accurate feedback on pupil progress and contribute to school improvement.
- Support behaviour for learning and contribute to wider school life (breakfast/after-school clubs and school events).

This role is a brilliant chance to have hands on impact on early reading, mastery maths approaches and the development of consistent teaching and learning practice across the school.

### **We can offer you:**

- Bespoke CPD and coaching tailored to accelerate your development and classroom impact
- Close collaboration and training opportunities with Roundhay School and the Wharfe Valley Learning Partnership
- A supportive leadership team and a friendly, values driven staff culture
- The chance to make a real difference to early reading, maths mastery and the development of consistent teaching approaches across the school

For more information about our school, please look on our [website](#)

The successful applicant will become part of a team that is enthusiastically driving the school forward. We are a warm, inclusive school with strong ethos, a sense of community and a

commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

We welcome applications from candidates of all backgrounds and are committed to equality, diversity and inclusion. Safeguarding is central to our work — appointments are subject to an enhanced DBS check and pre-employment checks.

If you want to work in a school that values kindness, ambition and honesty and are excited by the chance to help Primrose Lane flourish, please apply. We look forward to hearing from you. We welcome visits to our school; please contact the school office to arrange, either by email [info@primroselane.leeds.sch.uk](mailto:info@primroselane.leeds.sch.uk) or by phone 01937 842 667.

Application requirements: Please complete the application form — CVs will not be accepted.

Details of the interview arrangements will be sent out to those on the shortlist by **Tuesday 30<sup>th</sup> 22<sup>nd</sup> June** If you have not heard from us by this date, please assume that your application has not been successful on this occasion.

### **Commitment to safeguarding**

*The school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line. We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.*

## **Job Title: Higher Level Teaching Assistant**

**Accountable to:** Senior Leadership Team

**Salary within the range:** SO1 (Point 23-24) Term Time Only

Purpose of the post

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

Working across EYFS and KS1 to:

plan, deliver and assess lessons as part of teachers' PPA cover

cover classes at short notice to cover teachers' absence

advance pupils' learning including working with individuals and carry out small group interventions as required.

### **Main Duties**

1. To establish productive working relationships with pupils, acting as a role model and setting high expectations.
2. To promote the inclusion and acceptance of all pupils within the classroom.
3. To support pupils consistently whilst recognising and responding to their individual needs.
4. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
5. To provide feedback to pupils in relation to progress and achievement.
6. To organise and manage appropriate learning environment and resources.
7. To plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate from EYFS to Year 2.
8. To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
9. To work within an established positive behaviour policy.
10. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
11. To select and prepare resources necessary to lead learning activities, taking account of pupils' interests, language and cultural backgrounds.
12. To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
13. To contribute to the overall ethos of the school.
14. To contribute to the wider school activities e.g. supporting at after school clubs or breakfast clubs and whole school events.
15. To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
16. To liaise between managers/teaching staff and teaching assistants.
17. To develop effective and professional working relationships with all staff, parents and children.

### **Other**

To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality.

Perform any reasonable duties as requested by the headteacher.

## **Safeguarding**

Everyone who works at Primrose Lane Primary School has the responsibility for promoting the safeguarding and welfare of children.

### **Commitment to safeguarding children**

To ensure awareness of school policy and procedures re Child Protection.

To become aware of the signs and symptoms of abuse by attending relevant training.

To report all causes for concern to the Child Protection Officer.

To ensure the safety of all pupils in the school learning environment.

To carry out risk assessments prior to activities.

## Person Specification

### HLTA

#### Part A: Application

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage.

##### Essential

1	HLTA status or equivalent	
2	Able to plan and teach effective small group lessons and learning activities across the relevant curriculum, age, and ability ranges including personalising learning to meet individual needs	
3	Recent experience of supporting learning across EYFS & KS1	
4	A very good knowledge of core curriculum areas of the National Curriculum	
5	An excellent, up-to-date working knowledge and understanding of teaching, learning and behaviour management strategies	
6	Excellent written communication skills	
7	Evidence of relevant and on-going professional development and training	
8	Ability to teach and deliver effective PPA cover lessons under the direct supervision of the class teacher	
9	The ability to support the social, emotional and moral and development of our pupils	
10	An understanding of current legislation, policies and guidance on the safeguarding of learners and the promotion of their wellbeing	

##### Desirable

11	Other interest / expertise that would benefit learners and the school	
12	First aid training	
13	Experience of delivering intervention strategies to help close the gap for vulnerable pupils.	

#### Part B: Assessment Stage

Items 1- 5 of the application stage criteria and the criteria below will be further explored at the assessment stage.

##### Essential

1.	Able to communicate effectively with children, young people, colleagues and parents / carers	
2.	Able to engage and motivate learners in the school environment	
3.	Have positive values, attitudes and have high expectations of learners including the ability to apply highly effective behaviour management strategies	
4.	Able to work collaboratively as a member of a team and contribute to the professional development of colleagues, including the sharing of effective practice	
5.	Good verbal and interpersonal skills	
6.	Able to use ICT knowledge and skills in the learning environment	
7.	Able to plan, organise, prioritise and manage time effectively	

##### Desirable

8.	Willing and able to contribute to extra-curricular activities and the wider life of the school	
----	--	--

