

The South Wolds Academy and Sixth Form



Library Higher Level Teaching Assistant (maternity cover) Application Pack

September 2026



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Dear Applicant

Library Higher Level Teaching Assistant (maternity cover)

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our "culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that "pupils achieve well within a culture of high ambition" and "teachers have high expectations of what pupils can achieve". We are looking for someone who can make a major contribution to our great school and further enhance our students' experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on Instagram or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and use the "Additional Information" to section explain:

How your training and experience to date have prepared for you this post;

- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Friday 2nd October 2026.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don't delay in submitting your application.

If you have any queries then please contact Gail Burrows, Office Manager by phone or email gburrows@southwolds.uk.

Yours sincerely

Halina Angus
Head Teacher



THE SOUTH WOLDS ACADEMY & SIXTH FORM
Church Drive, Keyworth, Nottingham NG12 5FF
Head Teacher: Halina Angus

South Wolds is a high attaining, semi-rural- popular school located in the village of Keyworth in Nottinghamshire which is only 6 miles from West Bridgford. We are also a founding partner of the East Midlands Education Trust, committed to providing a first class education for all of our students.

Library Higher Level Teaching Assistant
Start date: As soon as possible
37 hours per week, Term Time Only
Scale 5 (£30,023 - £32,046 pa pro rata) – actual salary £26,113 - £27,872

We are seeking to appoint an outstanding higher level teaching assistant who is passionate, dynamic, proactive and innovative, who will lead literacy interventions with our most vulnerable students. Additionally, the successful candidate will have the unique and exciting opportunity to grow our library resource for use across the whole school. Reading is such an important and necessary skill and your work will enable more students to foster their passion for reading for pleasure. The right candidate will share a passion for reading and enable students to achieve or surpass their academic and social potential.

South Wolds is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you would like further details please e-mail Gail Burrows, Office Manager
gburrows@southwolds.uk or visit [EMET](https://www.emet.org.uk) to download an application pack.

Closing date for receipt of applications: 9.00 am on Friday 2nd October 2026



The South Wolds Academy and Sixth Form

Job Description

1. Title of Post:	Library Higher Level Teaching Assistant (maternity cover)
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2. Accountable and Responsible to:	Assistant Head Teacher – Quality of Teaching via Reading and Engagement Lead
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3. Grade:	Scale 5
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4. Main Purpose of the Job:	
1.	To support students within their learning programmes who need additional support to achieve their academic potential, with a particular focus on reading.
2.	To manage, develop and promote a culture of reading within the school.

5. Main Responsibilities of the Job:	
1.	Work with and support students as identified by the Reading and Engagement Lead to develop a love of reading and improve reading ages.
2.	Deliver additional intervention sessions and monitor students' participation, progress and attitudes to learning, as directed by the Reading and Engagement Lead.
3.	Support students to complete homework in Homework Club.
4.	Provide support to SEND students in class, or outside the classroom, as directed by the SENCO.
5.	Guide students in carrying out the work set by the teacher (this may be as the person in charge of a small group with no teacher present, but under supervision).
6.	Devise and prepare resources to support the learning and progress of SEND students.
7.	Communicate with class teachers to support planning, progress and reporting for SEND students.
8.	Undertake training and development as appropriate, including for the delivery of the Hackney Literacy Project.

9.	Lead on the planning, delivery, assessment, reporting and monitoring of the Hackney Literacy Project with identified students, keeping all stakeholders informed of progress.
10.	Selection, acquisition, organisation, promotion and maintenance of book and non-book resources to cover the full age and ability range of the school community, and to ensure an equality of opportunity for all students and staff.
12.	Participation with the teaching staff in the planning, development and delivery of the school's programmes for information skills, Carnegie Awards, homework clubs, lunchtime book clubs and active involvement in their delivery.
13.	Guidance and assistance to students on: a) appropriate strategies for the selection of information sources to undertake assignments; both from within the school and the wider community; b) the effective use of specific sources e.g. reference material, and on-line resources; c) the choice of literature and materials to meet curricular and leisure needs; d) the compilation of book lists and other promotional material where appropriate.
14.	Liaison with external agencies to ensure that the maximum use is made of appropriate materials and information provided by key support services and outside organisations e.g. Education Library Services.
15.	Arrangement of materials for the effective use of all LRC resources. The dissemination of information relating to those resources to staff and students as appropriate.
19.	To undertake break and lunchtime duties as directed.
20.	Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
21.	Following school policies especially those relating to child protection and health and safety.
22.	Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
23.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification	Essential	Desirable
A good standard of education (5 A*-C GCSE) or equivalent with English and maths.	Yes	
Experience of working with young people in a school / college environment	Yes	
Experience of delivering activities and sessions for young people	Yes	
Awareness and understanding of best practice to ensure child protection and safeguarding.	Yes	
Excellent communication skills (oral and written)	Yes	
The ability to work alone or as part of a team, establishing good working relationships.	Yes	
Genuine passion and belief in the potential of every student.	Yes	
Able to follow instructions accurately but make good judgments and lead when required.	Yes	
Good computer skills (Word, Excel, Powerpoint, Email and Internet use)	Yes	
The ability to maintain confidentiality and use discretion	Yes	
Awareness of GDPR	Yes	
Familiarity with Arbor school software		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.