JOB DESCRIPTION

Post Title: **Higher Level Teaching Assistant (HLTA)**

WCG Grow (14-16 Direct Entry School)

Salary Range: **£31,221 pro rata, per annum for candidates with HLTA Qualification (Support Scale 5, Fixed Point 22)**
£27,300.36 per annum - Salary estimation based on 37 hours per week, Term Time Only: 39 weeks per year.

£24,897 pro rata, per annum for candidates working towards HLTA Qualification
(Support Scale 5, Fixed Point 14)

£21,770.51 per annum - Salary estimation based on 37 hours per week, Term Time Only: 39 weeks per year.

For any roles that start part way through the academic year, the annual salary will be pro rata to the remaining months.

Contract: **Permanent / Full Time / Term Time Only**

Reference: **CS12507**

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >





ABOUT PERSHORE COLLEGE

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **Pershore College** is a nationally recognised centre for excellence in horticulture, agritech, arboriculture, and inclusivity. This established reputation now supports a broad curriculum, including academies for construction and sport. Students also train in health and social care, hair and beauty, graphic and media art, and veterinary nursing. **Powered by WCG, Pershore College** is one of our diverse campuses across Warwickshire and Worcestershire, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:

WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

WCG Grow* offers an exciting opportunity for learners aged 14 (Year 10) who are ready to take charge of their future and follow their passion. Young people can apply directly to join WCG Grow, where they will study core GCSEs alongside proposed introductory pathways in Animal and Plant Care, Construction, Creative Digital Design, Hair & Beauty, and Sport.

At WCG Grow, learners gain more than just qualifications - they develop the practical skills, technical knowledge, and personal confidence employers are looking for. Alongside GCSEs in English Language, Maths, Combined Science, and either Business or Computer Science, students follow a creative and technical pathway that blends classroom learning with practical, hands-on experiences.

The postholder will work alongside the Head Teacher and teaching staff to manage the personalised education of WCG Grow learners. Where needed they will complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

This post will provide support for learners, the teacher and WCG Grow in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of college life.

The specific duties of the HLTA will be determined by the Head Teacher and will depend upon the needs of the learners. These duties will supplement those of teachers and other support staff within WCG Grow.

WCG Grow >

**Offering subject to DfE approval*

MAIN TASKS

Monitoring and Assessment

- Under the guidance of the Headteacher, maintain and analyse records of students' progress.
- Liaise with professional or specialist support staff involved in the student's education, include social workers, health visitors, language support staff, speech therapists,

educational therapists, educational psychologists and physiotherapists.

- Evaluate students' progress and assess students' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Prepare reports of students' progress for end of year reports to parents and annual reviews of EHCPs.

Teaching and Learning

- Plan and prepare small class lessons
- The role will involve when required covering lessons when staff are absent
- Develop and prepare resources for intervention lessons in accordance with lesson plans and in response to student needs.
- Motivate and progress students' learning by using clearly structured, interesting teaching and learning activities.
- Promote and support the inclusion of students, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the college's policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
- In accordance with arrangements made by the Headteacher, progress students' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Mentoring, Supervision and Development

- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work and aims of the college by attending relevant meetings and contributing to the development of policies and procedures within the college. Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Provide support and assistance for student's pastoral needs in conjunction with the Student Welfare Team.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise students at times other than during lessons according to the college's duty arrangements.
- Understand and implement Safeguarding procedures and comply with legal responsibilities

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

WORKING WEEKS

You will be required to work for 39 weeks per year.

PLACE OF WORK

The principal place of work will be the College's premises based at our **Pershore College**. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses
- Cycle to work scheme.
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.

- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	A qualification in English and Maths equivalent to at least level 2	•	
	HLTA qualification or willingness to work towards.	•	
	Evidence of commitment to Continuing Professional Development	•	
	Prior experience working with children or in an educational setting.	•	•
	Experience of supporting pupils with SEND	•	•
	Understanding and awareness of the needs, aspirations and concerns of families of pupils with SEND/SEMH		•
	Working knowledge of information technology such as e-mail, the internet and other software applications.	•	•
Desirable	Degree in relevant subject	•	•
	Qualification related to special educational needs		•
	Mentoring and/or teaching assistant qualifications, or a willingness to work towards		•

Key Experience and Attributes			
Essential	Experience of delivering English and/or Maths to groups or whole class	•	•
	Experience of working to class teachers plans and working with a range of assessment tools		•
	Experience of and commitment to promoting and safeguarding the welfare of pupils	•	•
	Experience of establishing clear expectations and constructive working relationships through team working and mutual support	•	•
	Behaviour Management: Experience or knowledge of behaviour management techniques	•	•
	Able to inspire, motivate and support pupils, parents and staff	•	•

	Excellent administrative and organisational skills.	•	•
	Excellent communication skills, both verbal and written. Able to relate and communicate with a range of different audiences	•	•
	Able to communicate with enthusiasm, integrity, resilience, sensitivity, good humour and energy	•	•
	Flexible in adapting to the teaching approaches used in WCG Grow	•	•
	A willingness to support out of hours activities i.e. Open Events, field trips etc.	•	•
	A willingness to undertake continuing professional development		•
	Self-motivated with an ability to motivate others and work well under pressure.		•
	Ability to demonstrate an understanding and knowledge of Equality and Diversity.	•	•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.	•	•
	Ability to demonstrate behaviours which support the IMPACT Values of the College	•	•
Desirable	Commitment to an involvement in extra-curricular activities		•
	Experience of working alongside external providers/outside agencies within a school/college environment	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date.

The College regrets that it is unable to pay expenses incurred by attendance at interview.