

Higher Learning Teaching Assistant

Candidate Pack

Salary: MAT 5 NJC SCP 11-17
£28,142—£31,022 FTE
(£24,420.77—£26,919.95 Pro-rated)

Contract Type: Fixed Term—

Please note: This is a fixed-term contract, funded to provide dedicated support for an identified child. The contract duration is linked to the continuation of the funding and the child's support requirements.

Contract Term: Full Time/Term Time + Inset Days

Location: Sterrix Lane, Litherland,
Liverpool, L21 0DB



Higher Learning Teaching Assistant

Salary £28,142 -£31,022 FTE
(£24,420.77—£26,919.95 Pro-rated)

Contract Type
Fixed Term—Linked to Funding

Hours
37 hours per week/term time +
inset days

Closing Date
12th August 2026—please be aware this could be
brought forward if sufficient interest is received.

The Governing Body is seeking to appoint an enthusiastic, committed and well-qualified HLTA to join our highly committed team, to take a leading role in the support of students on a 1:1 basis and small groups, whilst supporting the work of the teacher.

The ideal candidate will have a positive impact on student progress and be effective at raising attainment. They will have experience in a school setting, excellent inter personal skills, behaviour management skills and the ability to contribute positively to student learning. This is an exciting opportunity for a positive, enthusiastic and committed individual. The work will involve supporting pupils in lessons and intervention and support in relation to students with special educational needs.

You will need to work well in a team, and have the highest expectations to ensure our students achieve great outcomes. You must have an interest in working with students with special educational needs, and be willing to work with students either on a one to one basis or in a small group setting. This is an excellent opportunity for individuals who wish to develop in a supportive, well-resourced and exciting environment.

At Litherland High School we believe in providing our students with excellent educational opportunities based on the core values of kindness, integrity and tenacity. We are proud of our broad and balanced curriculum and high aspiration; there is no cap on ambition building the skills for successful lives. We are incredibly proud that our relentless focus on improvement was validated by Ofsted in February 2024, securing Good in all areas. We are resolutely on our journey to provide an outstanding education for our students.

One of the foundations of our success is our place in the heart of our community; the relationships between our staff, students and families are fundamental to securing the high levels of engagement. 96% of parents would recommend our school to other parents. This partnership helps us to ensure strong behaviour, which means our colleagues can work in a happy and safe environment. Our staff are committed to our school and community; many of them have been here for most of their career – indeed several are alumni and live locally - and staff turnover is low, which we believe is indicative of a happy work environment and a commitment to staff well-being.

Litherland High School is committed to safeguarding children and promoting the wellbeing of young people. An appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure & Barring Service (DBS), and will be subject to references.

Job Description

JOB PURPOSE

To work with and supervise individuals and groups of children under the direction/instruction of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all students and assistance and support in classroom management and behaviour techniques. Management and development of specialist area within the school. Management of other teaching assistants including deployment and performance management. When required, to supervise whole classes during the short-term absence of a class teacher under the guidance of teaching and/or senior staff, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all students.

MAIN DUTIES

Support for the Student

- Promote inclusion and acceptance of all students
- Provide consistent support to all students, responding appropriately to individual student needs
- Encourage students to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Managing student behaviour and leading students in relevant activities (in conjunction with the teacher)
- Assess the needs of students and use detailed knowledge and specialist skills to support student learning
- Establish productive working relationships with all students, acting as a role model and setting high expectations
- Develop and implement individual learning plans • Provide feedback to students in relation to progress and achievement

Support for the teacher

- Production of lesson plans, worksheets, learning objectives, etc, within agreed system of supervision
- Assist with the display of children's work
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested.
- Administer and assess/mark tests and accurately record achievement/progress and invigilate exams/tests
- Establish a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence, in line with established school policy
- Support the role of parents in student's learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement, etc.

Job Description

Support for the School

- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students taking the initiative to develop appropriate multi-agency approaches
- Attend and participate in regular meetings as appropriate
- Participate in training and other learning activities as required
- Establish own best practice and lead specialist area and use to support others
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend in school activities
- To be a member of a break or lunch duty team
- Line Management Responsibilities
- Manage a team of teaching assistants, inclusive of central liaison point and deployment of resources
- Ensure effective team communication, teaching assistant induction, development and appraisal
- Contribute to the school senior management team.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Person Specification

Personal Attributes Required	Essential (E) or Desirable (D)
<u>Skills</u>	
Ability to work effectively within a team environment, understanding class-room roles and responsibilities	E
Ability to build effective working relationships with all students and colleagues	E
Ability to promote a positive ethos and role model positive attributes and behaviours.	E
Excellent personal numeracy and literacy skills	E
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	E
Ability to adapt own approach in accordance with student needs	E
Ability to continually develop and extend own working practices	E
<u>Professional Values and Practice</u>	
Must be able to demonstrate the following:	
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E
Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E
Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work	E
Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	E
Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning	E
Able to improve their own practice through observations, evaluation and discussion with colleagues.	E
High level of care and pastoral support including understanding of safeguarding.	E
Commitment to making a greater difference to students learning and progress that they make	E
Committed to safeguarding and promoting the welfare of children and young people	E
Maintain confidentiality at all times.	
Satisfactory Enhanced Disclosure and Barring Services check (DBS) including barred list check.	

Person Specification

<u>Qualifications and Training</u> Level 4 (GCSE grade C) English and Maths Higher Level Teaching Assistant status (or willingness to work towards) (Level 4) Successful relevant experience of working with children in a learning environment. Experience of working in school KS3 or above, or in other child related roles. Experience in supporting those with SEND with knowledge of SEND Code of Practice 2014	E E E D D
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How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk.

***The closing date could be brought forward if sufficient interest is received.**

Application closing date: 12th August 2026*

Shortlisting Date: 12th August 2026

Interview Date: TBC

About the Trust



Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

