

Lynnfield Primary School

HLTA Level 4

Pay Scale: SCP 8-11 (£24,180-£25,368)

Contract: 37 hours per week. Term Time Only + 5 PD days.

Required January 2026

Fixed term until 31st December 2026

<https://lynnfieldschool.org.uk/>

Telephone: 01429 275122



At Lynnfield Primary School we work together as a team to ensure that all children make excellent progress and attain the highest possible standards, whilst being cared for and nurtured. We aim to ensure pupils have a wide range of opportunities to succeed in academic work as well as music, sport and the arts.

The principles of nurture and our 6 virtues are at the heart of our school community. Our school virtues of kindness, respect, stickability, tolerance, courage and calmness are the values that shape the way all members of our school act. Developing children's positive attitudes and character are promoted and actively taught through these virtues. This philosophy helps to make sure our school is a vibrant, caring learning environment that guarantees children's individual needs are very well catered for.

We are an inclusive school. All members of our school team have high expectations for our children. We endeavour to make sure we have the fullest possible understanding of your child's needs so we can tailor learning opportunities in order to secure excellent progress and enable your child to thrive. At the heart of our curriculum are our four curriculum drivers: Inspiration, Aspiration, Partnership with Parents and Inclusion for All. At Lynnfield Primary School we aim to motivate, inspire and challenge pupils to become creative, independent learners with high self-esteem.

It is our intention that we make sure every child in our school feels safe, valued and has a sense of belonging to our school community.

We are looking to recruit an excellent, suitability qualified, enthusiastic and highly motivated Higher Level Teaching Assistant to take a leading role within our inclusive and aspirational school. You would be part of our wider family of schools within Lingfield Education Trust and have access to career development that comes from this.

The successful applicant must be able to demonstrate:

- Current experience of delivering planned learning activities to individuals, small groups, or whole classes under the direction of teaching staff.
- Support for all pupils in accessing the curriculum and achieving learning outcomes.
- Ability to assist in the planning and preparation of lessons and learning materials.
- Providing effective feedback to pupils and teachers on pupil progress.
- Impact of teaching through interventions and booster sessions in literacy, numeracy, or other curriculum areas.
- Experience of supporting pupils from diverse backgrounds with special educational needs and/or EAL.
- Contribution to the assessment and recording of pupil progress.

- Excellent behaviour management through the promotion of a positive and safe learning environment.
- Working knowledge of the primary curriculum.

We would love to show you around to help you decide if we are the right school for you and to talk to you about all we have to offer. Please contact the school office to book a time.

Closing date: Friday 9th January 2026 9am.

Shortlisting: Friday 9th January 2026.

Observation and interviews: Tuesday 13th January 2026.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to Emma White, School Business Manager Emma.White@federationgfl.org.uk

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE 2022) will be undertaken before an appointment is confirmed.

Lynnfield Primary School
JOB DESCRIPTION

<u>POST TITLE :</u>	Higher Level Teaching Assistant
<u>GRADE :</u>	SCP 8-11
<u>REPORTING RELATIONSHIP</u>	HLTA will be a member of the support staff team and report to the Head of School and Executive Head
<u>JOB PURPOSE :</u>	To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve a level of planning, organisation, preparation and delivery of learning activities

In addition to the main duties and responsibilities, the post holder, supported by the leadership team , will be required to:

- Under the guidance of the Senior Leadership Team and class teachers, plan, deliver and assess learning activities as part of a general school timetable
- Under the guidance of the Senior Leadership Team and class teachers, plan, deliver and assess learning activities to cover short term absences of colleagues

MAIN DUTIES/RESPONSIBILITIES

Under the guidance and supervision of the Senior Leadership Team the post holder will (to a level reflected by the grade of the post):

Support the Pupil by:

1. Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations;
3. Encouraging acceptance and inclusion of the children with special needs and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs;
4. Promote independence and employ strategies to recognise and reward achievement of self-reliance;
5. Develop and implement SEND Support Plans / EHCP working documents;
6. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
7. Provide feedback to pupils in relation to progress and achievement.
8. Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs;
9. Deliver learning strategies e.g. English, maths, speaking & listening, PSHCE, phonics and make effective use of opportunities provided by other learning activities to support the development of pupils' skills;

10. Use I.T. effectively to support learning activities and develop pupils' competence and independence in its use.
11. Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
12. Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support the Leadership Team by:

1. Assisting in the planning and delivery of learning for individuals and groups of children. These programmes may be delivered in an unsupervised capacity.
2. Assisting in the smooth transition between educational phases.
3. Assist in organising and managing appropriate learning environment and resources.
4. Within an agreed system of supervision, plan challenging teaching and learning tasks. Discuss / evaluate and adjust lessons/work plans as appropriate.
5. Provide accurate feedback as required on pupil achievement, progress and other matters, providing appropriate evidence
6. Undertaking marking of pupils' work and work with Teacher to accurately record achievement/progress and contribute to raising achievement

Support the school by:

1. Being aware of the school's policies and procedures.
2. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
3. Attending relevant meetings as required.
4. Being a member of a facilitation team
5. Participating in training and other learning activities and performance development as required.
6. Assisting with the supervision of pupils out of lesson times, including lunchtimes and clubs.
7. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
8. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required by the head teacher / senior teaching assistant.
9. Carrying out your duties with full regard to the Trust Equality Policy and Inclusion Policy
10. Complying with Health and Safety policies and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Line management responsibilities, including:

1. Manage other teaching assistants / volunteers within the classroom
2. Liaise between Teacher and support staff within the Team
3. Hold Team Briefings in the absence of the Teacher and contribute to weekly Team meetings with Colleagues, including across other Inclusion Provisions.
4. Offer mentoring and support for other teaching assistants.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

PERSON SPECIFICATION – TEACHING ASSISTANT – LEVEL 4

Key – Stage identified	
A	Application Form
C	Certificates
P	Presentation
I	Interview
R	References

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	NVQ Level 3 for Teaching Assistants or equivalent child care related qualification	A/I/C	D1	Qualified / Trained First Aider/Paediatric First Aider	A/I/C
	E2	GCSE A* – C in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	A/I/C	D2	Up to date Team Teach/positive handling training	A/I/C
	E3	Higher Level Teaching Assistant Status	A/I/C			
	E4	Up to date and relevant safeguarding training i.e level 1 safeguarding training, KCSIE	A/I/C			

Experience & Knowledge	E5	At least 3 years recent work experience of working with children of relevant age in a teaching and learning environment	A/I/R	I	Experienced in the delivery of training / presentation to others	A/P
	E6	Experience of developing, implementing and evaluating support plans and EHCPs.	A/I		Experience of managing staff including their development, training and performance	A/R
	E7	Experience and knowledge of learning strategies and adapting these to individual pupil needs	A/I/P		BSL / braille/Makaton trained or knowledge of differentiated approaches	A
	E8	Understanding of classroom roles and responsibilities and Teaching Assistant's role	A/I/R			
	E9	Experience of managing behaviour using restorative practices and a nurturing approach	A/I/R			
	E10	Experience of working with a wide range of children including those with SEND, EAL and other needs	A/I/P			
	E11	Understanding of principals of child development and learning processes	A/I			
	E12	Experience of lesson / activity planning	A/I			

	E13	Experience of supervising whole classes and individual pupils for specific learning activities / lessons	A/I/R			
	E14	Experience of managing other members of staff.	A/R			
	E15	Experienced in using ICT in learning activities and develop pupils' competence and independence in its use	A/P			
<u>Skills</u>	E16	Ability to communicate both orally and in writing with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	A/I			
	E17	Ability to self- evaluate learning needs and seek learning opportunities	A/I/R			
	E18	Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and primary national curriculum	A/I/R			
	E19	Ability to work in a team and independently	A/I/R			
Personal Attributes	E20	Ability to promote fairness and a positive role model to pupils	A/I/R			

