HALTERWORTH PRIMARY SCHOOL

UNIVERSITY OF WINCHESTER ACADEMY TRUST

October 2026

Dear Applicant,

Thank you for your interest in the Higher-Level Teaching Assistant post at Halterworth Primary Academy.

This is an exciting opportunity to join our innovative school team as a Higher Level Teaching Assistant. The successful candidate will play a key role in delivering the vision for our caring school in the heart of the community.

We are looking for a Higher-Level Teaching Assistant who is passionate about supporting and enabling each of our children to flourish; helping them to be respectful, innovative, curious individuals who always aim for personal excellence.

The right candidate will be happy to be flexible and confident to deliver learning in all year groups. Planning will be given by the teachers but there is an expectation that you will resource and adapt lessons appropriately. PPA time will be given to allow for this. Our HLTAs are also responsible for marking the work they deliver.

In return for this dedication and commitment to excellence, we offer a supportive climate in which to grow and further develop your career. As part of The University of Winchester Academy Trust, you will benefit from a comprehensive programme of CPD and support from the University and from Trust colleagues.

We are very proud to be part of the University of Winchester Academy Trust, which is a family of 8 schools. Our sponsor, the University of Winchester, is recognised for its outstanding practice in teacher training, and we work closely with the University and the other schools in our Trust. Our Trust is an exciting and supportive place to be, which offers further career opportunities for all.

To enable you to fully understand what Halterworth Primary School has to offer you, I would encourage you to come and have a tour of the school. I would be delighted to welcome you to the school to answer any questions you may have. Please contact schooloffice@halterworth.uwinat.co.uk to arrange an appointment.

The closing date for applications is **Monday 19th October 2026 at midday**. However please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

I look forward to hearing from you.

Julie Bray
Headteacher

Higher Level Teaching Assistant Role

Closing date: Monday 19th October at midday

Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Job Start Date: Monday 23rd November 2026

Contract/Hours: Permanent, 32 hours per week, 40 weeks per year

Salary Type: Support Staff

Salary Details: Grade D £28,697-£31,573 dependent on experience (Actual salary £21,870-£24,062)

Hours of Work: 8.35am-3.55pm Monday to Friday

Location of Role: Halterworth Primary School

Contact e-mail address: schooloffice@halterworth.uwinat.co.uk

Job/Person Summary

We are looking to promote an existing member of staff to the post of HLTA. This role will be varied with opportunities to work delivering learning to a whole class on both regular PPA cover and ad-hoc cover. In times where the member of staff is not covering a class they will be providing interventions and supporting in classes.

You must have good basic literacy and numeracy skills (Grade C/4 or above in GCSE Maths and English), be a flexible team player, able to motivate and interact with children, and have an interest in how children learn.

Full HLTA training will be given as needed.

The successful candidates will:

- have a child-centred approach
- be able to build relationships with all children and in particular children with SEND needs
- have the ability to work in an Early Years, KS1 or KS2 setting (previous experience in all key stages is not necessary but a willingness to learn is).
- have the ability to work under pressure and to a timetable
- have the ability to keep pupils motivated and engaged
- have a calm but firm approach
- be able to deliver teaching from a plan provided by the teacher
- be prepared to mark the work produced by the children and give feedback on learning in real time
- be able to adapt and think on your feet
- be flexible and willing to learn
- be able to attune to a child's emotional needs
- be able to work as part of a team, learning with and from other colleagues
- be able to work independently and on your own initiative
- have excellent communication skills, both oral and written
- demonstrate excellent behaviour management skills
- understand confidentiality and safeguarding procedures

In return, we can offer:

- A supportive team of colleagues who are friendly and welcoming
- Children who are happy and energetic
- Induction and training to support you in the role
- Opportunities to develop professionally

Our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.
Halterworth is part of the University of Winchester Academy Trust. Our 8 primary schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable with a good sense of humour – every day is different!

Application Procedure
Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Halterworth Primary School website: https://www.halterworth.hants.sch.uk/Vacancies/

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Monday 19th October at midday

For an informal conversation about the post or to arrange to meet our Headteacher, Julie Bray, please contact the office by email at schooloffice@halterworth.uwinat.co.uk

Completed application forms should be returned by the closing date to Julie Bray, Headteacher via email at the above address.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools
We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

· AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
· AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
· Ensure the information provided genuinely represents your own voice and experience
· You must not provide false or misleading information
· If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This

may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

HALTERWORTH PRIMARY SCHOOL

UNIVERSITY OF WINCHESTER ACADEMY TRUST

Job description HLTA

Responsible to: The Headteacher

Function: HLTA (to work in any year group across the school)

Salary: Support staff pay scale D (£28,697 - £31,573), depending on experience (pro rata).

JOB PURPOSE:

- To work with teachers to raise the learning and attainment of children while also promoting their independence, self-esteem and social inclusion.
- To give assistance to children so that they can access the curriculum, participate in learning and experience a sense of achievement.

KEY TASKS:

Support for Children

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide support for children: individually, in small groups and with the whole class, including those with special needs, ensuring their access to learning resources.
- Ensure children's safety, welfare, and personal hygiene. (Basic/Pediatric First Aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, behaviour plans, curriculum planning and assessment.
- Provide personal care to pupils where necessary
- Promote and develop social skills, self-esteem and independence amongst children.
- Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as required.
- Model learning (phonics, writing, maths etc.) correctly when working with children.

Support for Teachers

- Promote good behaviour by children, dealing promptly with conflicts in line with the school behaviour policy.
- Establish constructive relationships with parents.
- Undertake agreed learning activities / interventions, being aware of learning intentions and outcomes. Adjust activities according to children's responses / needs.
- Monitor children's responses to learning activities and achievement as directed.
- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.
- Support the effective use of IT in learning activities and develop children's competence and independence in its use.
- Assist with the maintenance of a purposeful, orderly and supportive environment, in accordance with school policy.
- Assist with the display of children's work within the classroom and around school.
- Assist teachers with the preparation of teaching and learning materials and resources.

- Be able and willing to undertake cover supervision for the teacher.
- To cover and lead class teaching (under supervision) as and when appropriate
- Support and assist the teacher in testing and assessment activities.
- Read and understand lesson plans shared prior to lessons, if available

Support for the School

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To release class teachers, working alongside another Educational Support Assistant, for PPA time (HLTA only)
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children out of directed lesson time, including before and after school and at lunchtime and during assemblies, within working hours.
- Accompany teaching staff and children on out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

Health and safety/Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

HALTERWORTH PRIMARY SCHOOL

UNIVERSITY OF WINCHESTER ACADEMY TRUST

HLTA Job Description

	Essential	Desirable
Qualifications	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it	
Knowledge, Skills and Abilities	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	

Experience	• Experience working in a school environment or other educational setting • Experience working with children/young people • Experience planning and delivering learning activities • Experience of planning and leading teaching and learning activities (under supervision)	
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people	