



Primary Learning Trust (PLT)

...where everyone flourishes!

Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

PLT has four essential values: belonging, flourishing, collaboration and evidence-informed. We believe that you can truly belong when you feel connected, are valued, trusted and fulfilled, with a shared purpose to achieve excellence in a psychologically safe environment. Our people are nurtured so that they can flourish through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.

Trustees are looking for a passionate and dedicated HLTA who is committed to inclusion and ensuring that every child achieves their potential.

Location:		New Invention Learning Academy	
Role Title:	<i>HLTA (higher level teaching assistant)</i>	Reporting to:	<i>Assistant Head Teacher/ Head Teacher</i>
Contract Type:	<i>Fixed Term (reviewed in Summer 2025)</i>	Start date:	<i>April 2025</i>
Hours:	<i>Term time only 3 days per week, flexible (18 hours)</i>	Scale:	<i>SCP 22-27</i>

JOB DESCRIPTION

The HLTA will work collaboratively with teachers to plan, deliver, and evaluate learning activities, ensuring high-quality support for pupils to achieve their full potential.

The HLTA will also take responsibility for delivering lessons, managing the classroom in the teacher's absence, and supporting students' social, emotional, and academic development on a small group or 1-2-1 basis.

KEY RESPONSIBILITIES

1. Supporting Teaching and Learning

- Adopt effective strategies to enhance teaching and learning, particularly for pupils with special educational needs and disabilities (SEND).
- Promote inclusion in both learning and extracurricular activities.
- Assist in maintaining discipline and creating a safe, stimulating learning environment.
- Use ICT to support pupil learning.
- Lead class teaching or direct other adults in learning support when needed.
- Provide targeted interventions for pupils needing additional support, including those with SEND or EAL.



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2. Planning

- Assist in monitoring, recording, and reporting pupil performance.
- Prepare resources and classrooms for lessons.
- Use expertise to plan structured activities that engage and motivate pupils, ensuring inclusivity.

3. Classroom Management

- Maintain a positive and inclusive classroom environment conducive to learning.
- Implement behavior management strategies in line with the school's policy.
- Provide cover supervision for classes during teacher absence, delivering pre-prepared lessons.

4. Pupil Support

- Monitor and assess pupil progress, providing constructive feedback to students and staff.
- Support the development of students' self-esteem, resilience, and independence.
- Establish and maintain positive relationships with pupils, acting as a role model.

4. Collaborative Working

- Liaise with teachers, SENCOs, and other staff to ensure continuity and consistency in learning.
- Participate in meetings, training, and CPD sessions to enhance professional skills and knowledge.
- Assist in creating and reviewing individual education plans (IEPs) for pupils with additional needs.
- Communicate effectively with staff, pupils, and parents under teacher guidance.
- Provide feedback on pupil progress and collaborate with education, health, and social care professionals.
- Foster professional relationships within and outside the school.

This job description has been prepared for the purpose of the Multi Academy Trust organisation and may change through consultation as the role and the needs of the MAT develop and evolve. The post-holder will be expected to carry out any reasonable request from the CEO and Chair of Trustees.

Closing date: Monday 24th February at 9am

Interviews: Monday 3rd March 2025 - am.

Location: New Invention Learning Academy, Cannock Road, Willenhall, WV12 5SA.

Please call the school office to arrange an informal call on 01922 710376 for further details or to arrange a tour of the school.

Application forms and further details are available by contacting the school directly at the above telephone number, by email: jhedges@thenila.uk or on the school website.

Please return your application form to jhedges@thenila.uk or to the school office.

Primary Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applications.