

**Kingsway Primary Academy**

**Post Title:** Higher Level Teaching Assistant
**School:** Kingsway Primary Academy
**Grade/Salary:** Scale Point 20 - 22

**Contract Type:** Permanent Term Time Only
**Reporting To:** Deputy Head teacher
**Start Date:** 3rd November 2025 (or sooner)

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Application forms can be requested via Kingsway Business Manager (kingsway.busman@wpat.uk)

**Application deadline:** Wednesday 8th October

**Interviews:** Tuesday 14th October (provisional date)

**Visits to school (strongly recommended):** can be requested via a phone call to the school office on 0151 424 5031

**Purpose of Role:**

Kingsway Primary Academy is seeking a dedicated and enthusiastic Higher Level Teaching Assistant (HLTA) to support teaching and learning across EYFS, Key Stage 1 and Key Stage 2. This is a fantastic opportunity for an experienced HLTA or a passionate teaching assistant ready to step up, to make a real difference in children’s education and development. You will work closely with class teachers, support staff, and the school’s leadership team to plan, deliver, and assess high-quality learning across the primary curriculum. This role will include covering classes during teacher PPA time, SLT management time and supporting targeted interventions.

### ****Main Duties and Responsibilities:****

#### **Teaching and Learning**

* Deliver lessons to whole classes across EYFS, KS1 and KS2 in accordance with teachers’ planning and school curriculum requirements.
* Organise and manage appropriate learning environments, resources and classroom activities.
* Support the development of pupils’ skills, knowledge and understanding by following set learning objectives and adapting approaches where necessary.
* Use a range of teaching strategies to engage and motivate pupils.
* Provide feedback to pupils, encouraging high standards of behaviour and learning.
* Contribute to planning, evaluating and adjusting learning activities as required.

#### **Pupil Support**

* Promote the inclusion and acceptance of all pupils, ensuring equal opportunities for learning.
* Support pupils’ social, emotional and behavioural development in line with school policies.
* Provide targeted support for individuals or groups where appropriate.

####  **Record Keeping and Assessment**

* Monitor and evaluate pupils’ responses to learning activities and record progress as directed.
* Provide objective and accurate feedback to teachers and pupils.
* Contribute to the maintenance of pupil records.

#### **General Duties**

* Establish constructive relationships with staff, pupils and parents.
* Attend relevant training and participate in school meetings as required.
* Contribute to the wider life of the school, supporting whole-school initiatives, events and enrichment activities.
* Be responsible for promoting and safeguarding the welfare of pupils within the school.

#### **Safeguarding and Welfare**

* Uphold the school’s **Safeguarding and Child Protection Policy**.
* Maintain a safe and nurturing environment in line with **Keeping Children Safe in Education (KCSIE)** guidance.
* Ensure the physical and emotional wellbeing of all pupils.

**Person Specification**

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| **Qualifications and Experience** |
| **Essential** | **Desirable** |
| HLTA status/willingness to complete training (or QTS/QTLS, or evidence of equivalent qualification recognised by DfE).  | Additional qualifications in child development, SEND, EAL, or specific curriculum subjects. |
| GCSE (or equivalent) in English and Maths at Grade C/4 or above. | Paediatric First Aid qualification. |
| Evidence of ongoing professional development | Further CPD in behaviour management, phonics, or curriculum areas. |
| Basic safeguarding training (e.g. Keeping Children Safe in Education updates). | Experience across all primary key stages (EYFS, KS1 and KS2). |
| Experience working with children in a school setting. | Experience supporting pupils with SEND or additional needs. |
| Experience delivering learning activities or supervising whole classes/groups in the absence of a teacher. | Experience contributing to assessment and record-keeping. |
| Experience supporting pupils across a range of abilities and needs. | Experience in planning or adapting learning sequences under teacher guidance. |
| Experience using positive behaviour management strategies. |  |
| **Skills and Knowledge** |
| **Essential** | **Desirable** |
| Secure knowledge of the primary curriculum.  | Knowledge of strategies to support children with specific learning difficulties, EAL or SEMH needs. |
| Understanding of child safeguarding procedures and Keeping Children Safe in Education. | Familiarity with assessment frameworks used across primary phases (e.g. EYFS profile, phonics screening, KS1/KS2 assessments). |
| Ability to organise, plan and deliver learning activities under direction. | ICT skills to support teaching and learning (interactive whiteboards, online learning tools). |
| Strong communication and interpersonal skills to work with staff, pupils and parents. |  |
| Ability to assess pupil responses and provide constructive feedback. |  |
| Knowledge of equality, diversity and inclusion in education. |  |
| **Personal Attributes**  |
| * Empathetic, calm, and child-centred
* Reliable, flexible, and proactive
* Strong commitment to inclusive education and equal opportunities
* High level of professional integrity and confidentiality
* Willingness to engage in continued professional development
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**Safeguarding Statement:**

Kingsway Primary Academy is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check and all relevant pre-employment checks in line with **Keeping Children Safe in Education**.