



Teaching Assistant Level 4 (HLTA)

Application Pack

Dear Applicant

Thank you for your interest in the Teaching Assistant Level 4 / Higher Level Teaching Assistant position at Sunny Bank Primary School. We are delighted to invite applications from enthusiastic, skilled, and committed individuals who are passionate about supporting children's learning and development.

This is an exciting opportunity to join a vibrant and inclusive school community where every child is encouraged to thrive. As a Level 4 Teaching Assistant, you will play a key role in delivering high-quality learning experiences, supporting pupils' wellbeing, and contributing to the wider life of the school. You will also take on leadership responsibilities, including mentoring other support staff and coordinating cover and duty rotas.

We are looking for someone who:

- Holds HLTA status or equivalent,
- Has experience delivering learning activities and supporting children with a range of needs,
- Demonstrates strong literacy, numeracy, and ICT skills,
- Demonstrates excellent behaviour management and interpersonal skills
- Is confident in assessing pupil progress
- Is a proactive team player with a commitment to safeguarding and inclusion.

In return, we offer a supportive and collaborative working environment, ongoing professional development, and the opportunity to make a meaningful impact on the lives of our pupils.

Please refer to the attached job description and person specification, below, for further details.

We strongly encourage applicants to visit our school.

We look forward to receiving your application and learning more about how you can contribute to our fantastic school.

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Closing date for applications: Friday 12th September 2025 at 12:00

Assessment process for successful applicants: Week beginning Monday 15th September 2025



Job Description: Teaching Assistant Level 4 (HLTA)

Post Title: Teaching Assistant Level 4 / Higher Level Teaching Assistant

Grade: Grade 9

Location: Sunny Bank Primary School (Part of Vision Multi Academy Trust)

Hours: 32.5 hours per week

Reports to: Class Teacher / Line Manager / Headteacher

Purpose of the Role:

To take responsibility for agreed learning activities under the supervision of SLT/a teacher, including planning, preparing, and delivering lessons to individuals, groups, or whole classes. To assess, record, and report on pupil progress and to manage and support other teaching assistants.

Key Responsibilities:

- Plan and deliver learning activities under teacher supervision.
- Support pupils' learning, development, and emotional wellbeing.
- Promote inclusion and independence.
- Assess and report on pupil progress.
- Manage behaviour constructively and support school policies.
- Support curriculum delivery and adapt resources to meet pupil needs.
- Use ICT effectively to support learning.
- Be the 'first port of call' for ad hoc class cover as and when needed.
- Organise, coordinate and take ownership of the school's weekly cover and duty rotas and report directly to Phase Leads.
- Mentor other teaching assistants.
- Liaise with parents, carers, and external agencies as and when required.
- Attend all INSET and Twilight CPD sessions.
- Contribute to safeguarding and child protection procedures.



Personal Specification: Teaching Assistant Level 4 (HLTA)

Criteria	Assessment Method	Essential	Desirable
HLTA status or equivalent	Application form	✓	
Experience delivering learning activities	Application form / assessment process	✓	
Strong literacy and numeracy skills (NVQ Level 2 or equivalent)	Application form / assessment process	✓	
Experience supporting children with SEND	Application form / assessment process	✓	
Ability to assess and report on pupil progress	Application form / assessment process	✓	
Effective use of ICT in learning	Application form / assessment process	✓	
Ability to manage and motivate a team	Application form / assessment process	✓	
Understanding of safeguarding and child protection	Application form / assessment process	✓	
Experience in curriculum planning and resource preparation	Application form / assessment process	✓	
Positive role model with high expectations	Application form / assessment process	✓	
Willingness to undertake training and development	Application form	✓	
Knowledge of our setting, ethos and culture	Application form / assessment process		✓

Employees of the school have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.