

Higher Level Teaching Assistant (HLTA)

Candidate Information Pack



St Paul's CE Primary School

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensure a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining, and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed.
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement.
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements.
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve.

Our family of schools' support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting

opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues, and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

JOB ADVERT

JOB TITLE Higher Level Teaching Assistant and After-School Club Support

Salary: Higher Level Teaching Assistant NJC Support Staff Salary Pay Scale Point 15 £31,015 per annum, pro rata (actual; £24,190 per annum) rising to point 20 £33,673 per annum, pro rata (actual £26,263)

After School Club Support NJC Support Staff Salary Pay Scale Point 4 £26,016 per annum, pro rata (actual; £2,497 per annum)

Hours: HLTA - Full time – 32.5 hours per week

Wraparound support – Part time – 4 hours per week (over 2 days per week)

Contract Type: Permanent

Location: St Paul's CE Primary School, Warrington Road, Goose Green, Wigan WN3 6SB

We are looking to appoint a suitably qualified Higher Level Teaching Assistant. Main Duties as a Higher Level Teaching Assistant (HLTA) at our primary school, you will play a vital role in supporting the learning and development of our students. Your main responsibilities will include covering classes in the absence of teachers, ensuring that the learning continues seamlessly. You will also provide valuable support to teachers in planning and delivering lessons, as well as assisting with the assessment and progress tracking of students. Additionally, you will have the opportunity to work with small groups and individual students, providing targeted intervention and support where needed. As a HLTA, you will be a key member of our team, contributing to the overall success and well-being of our school community.

Visits to the school are warmly welcomed and encouraged. Please contact the school office on 01942 243068 to book a visit.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: Wednesday 21st October 2026 9am**
- **Shortlisting: Wednesday 21st October 2026**
- **Interviews: Friday 23rd October 2026 PM**

Job Description

Title: Higher Level Teaching Assistant and After School Club Support

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Contract Type: Permanent

Accountable to: Head teacher and Deputy Head

Location: St Paul's CE Primary School, Goose Green

Main Duties

As a Higher Level Teaching Assistant (HLTA) at our primary school, you will play a vital role in supporting the learning and development of our students. Your main responsibilities will include covering classes in the absence of teachers, ensuring that the learning continues seamlessly. You will also provide valuable support to teachers in planning and delivering lessons, as well as assisting with the assessment and progress tracking of students. Additionally, you will have the opportunity to work with small groups and individual students, providing targeted intervention and support where needed. As an HLTA, you will be a key member of our team, contributing to the overall success and well-being of our school community.

Support for Pupils

- Establish good working relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction.
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.

- In liaison with the teacher, utilise strategies such as individual and small group interventions to support pupils in achieving learning targets.
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping as requested.
- Administer routine primary tests.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents and carers.

Support for the Curriculum

- Undertake as required structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Contribute to the wider life of the school e.g. PTA events such as fairs and discos.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To encourage an active partnership between children/parents/school by working creatively and positively with parents to achieve maximum involvement in their child's education.
- To encourage parents to understand the importance of their role in their child's education.
- To make home visits as and when required.

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Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- Champion and role model a culture of high aspirations and high expectations
- Work flexibly to meet the changing demands and priorities
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high quality education
- Engage with and promote the aims and objectives of both the school and LDST

	Essential	Desirable
Qualifications and Experience	• Hold relevant qualifications for HLTA • Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) • Experience of working in a school setting (voluntary or paid).	• Experience of teaching in different key stages including EYFS • Evidence of specialism in specific curriculum areas • Willingness to participate in other development and training opportunities • First Aid training/training in specific medical procedures.

		• Experience of Read Write Inc & phonics teaching • Experience / training in SEND (including ASD)
Knowledge and Skills	• Good numeracy/literacy skills • Ability to observe and monitor progress, and maintain records • Able to maintain confidentiality • Willingness to support additional offsite educational activities • Have good communication and expressive skills. • Model exemplary behaviour; supervise children, encourage good social skills and adhere to defined standards • Liaise and communicate effectively with others • Demonstrate good organisational skills • Work with an individual or a group • Teach new concepts as agreed with the class teacher • Implement strategies for developing writing, reading, and number skills • Extend children's thinking skills • Assess children's understanding • Discuss with children their understanding of learning objectives; • Suggest ways of developing their learning; • Able to develop good personal relationships within a team • Able to establish and develop positive	• Willingness to undertake extracurricular clubs e.g. sports. • Ability to use ICT to support learning • Behaviour management strategies

	relationships with parents, governors and the community • knowledge and understanding of: • Supporting children with Special Educational Needs including Autism • The Primary school curriculum and other basic learning programmes • How to support children in literacy and numeracy • How children learn and how to motivate them • Child development and the ways in which children learn • The roles played by various adults in a child's education • Knowledge of relevant policies/codes of practice and awareness of legislation • Aware of safeguarding procedures and how to provide a safe environment for children	
Attributes	• Able to enthuse and inspire • Willingness to be flexible • Willingness to contribute to the wider school • Energy and a good sense of humour • High personal and professional standards • Positive, enthusiastic, highly organised and patient Ability to work flexibly within a small team and use own initiative	
Equal Opportunities	• Demonstrate a commitment to equal opportunities	

How to Apply

Application Process

The application process for this role is a 2 Stage process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions or arrange a visit to the school please contact Suzanne Robinson on suzie.robinson@ldst.org.uk or 01942 243068 to make an appointment to visit the school.

Please visit our website <https://www.stpaulswigan.org.uk/> for further information.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Wednesday 21st October 2026 9am

Interview Date: Friday 23rd October 2026 PM

Start Date of Post: 2nd November 2026 or ASAP

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen