



Denton West End Primary School
Balmoral Drive
Denton
Manchester M34 2JX

Telephone: 0161 336 3409 Fax: 0161 320 1029
Email: admin@dweschool.org
Website: www.dweschool.org
Headteacher: Mrs S.E White B.Ed (Hons)

Job Details

Job title: Higher level teaching assistant (HLTA Level 4)

Salary: Grade F Points 17-22 pro rata

Hours: 36 hours/week

Contract type: Permanent

Start Date: January 2027

The Trustees of Denton West End Primary School are seeking to appoint an enthusiastic, committed and conscientious Teaching Assistant Level 4 (HLTA).

The successful candidate will work across school.

The ideal person would have knowledge of the National Curriculum, reading, phonics and group interventions. They should have knowledge of assessment in the primary school. They may have a personal expertise in a specific area that would enhance the children's education.

Main purpose

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so that they can access the curriculum, take part in learning and experience a sense of achievement
- Provide cover for classes

Duties and responsibilities

Teaching and learning

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within school
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide verbal and written feedback to pupils in relation to progress and achievement
- Administer first aid as appropriate
- Carry out Team Teach techniques when required



- Carry out all responsibilities within an equal opportunities framework
- Adopt relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under direction) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Deliver appropriate play opportunities, prepare, organise and plan for these adjusting activities according to pupil responses/needs as appropriate to the role
- Deliver local and national learning strategies making effective use of opportunities provided by other learning activities to support the development of pupils' skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Carry out day-to-day administration; record keeping, ordering and purchasing materials and equipment within an agreed budget
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Production of lesson plans, worksheet, plans etc.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

- Keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Develop effective professional relationships with colleagues
- Manage other teaching assistants
- Represent teaching assistants at teaching staff/management/other appropriate meetings
- Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity.

Other areas of responsibility

- Take responsibility for organising and maintaining school reading books
- Take a shared responsibility for the school libraries
- Take a shared responsibility for out of school clubs
- Take a shared responsibility for ordering display materials
- Liaising with senior leaders and organising events for special weeks.

The HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

We can offer: -



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- Enthusiastic, confident and motivated pupils
- A welcoming and well-resourced environment
- A strong commitment to continuing professional development
- Highly supportive staff and trustees
- The opportunity to make a difference.

Applications from suitably qualified and experienced teaching assistants will be by letter followed by interview and observation.

Applications to be received by 12 noon on Monday 2nd November 2026.

Applicants are encouraged to contact the school for further details and visits. Please contact the school business manager, Mrs Davenport, on 336 3409 to arrange an appointment.

Successful applicants will be subject to suitable references and full and enhanced DBS checks.

