



The Sycamore
Church of England
Trust

Grow together, Learn forever

Higher Level Teaching Assistant (HLTA)

School: Holy Trinity CE Primary School



Base: Holy Trinity CE Primary School, Cecil Street, Bury, BL9 0SB
Grade: Grade 9
Contract: Fixed Term
Working Pattern: Part time – 22.5 hours (Mon – Fri 8:30am-1:00pm)
Required From: September 2026

The Sycamore Church of England Trust are seeking to appoint an enthusiastic and talented Higher Level Teaching Assistant (HLTA) to join our Trust, based at Holy Trinity CE Primary School.

We are proud to have served the heart of Bury since 1850. We acknowledge not only our rich history but also our commitment to nurturing future generations in a caring and inclusive environment.

As part of the Manchester Diocese family, we are guided by the teachings of Jesus, holding fast to His promise in John 10:10 of "life in all its fullness." This promise shapes our approach to education and community, encouraging every child to flourish and thrive.

Our vision at Holy Trinity is deeply rooted in the words of Mark 12:30: "Love the Lord your God with all your heart, all your soul, all your mind, and all your strength." This scripture inspires us to create a school where love, respect, and dedication are at the core of everything we do.

At Holy Trinity, we strive to grow a flourishing community where living well together is key. We believe that inclusivity and support are essential in ensuring that everyone feels loved and valued. Through our shared commitment to learning, we empower each child to achieve and succeed, preparing them for a bright and fulfilling future.

Informal visits to the school are encouraged and warmly welcomed. We strongly encourage you to visit the school to meet our wonderful children and to observe our values at work.

If you are interested in finding out more, would like an informal chat, or would like a visit to the school, please contact us to arrange an appointment on 0161 764 2993.

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure Barring Service checks along with other relevant employment checks, including references.

All application forms should be emailed to recruitment@thesycamoretrust.co.uk by 12 noon on Wednesday 1st July 2026. Please note that no CVs will be accepted.

Shortlisting will take place Friday 3rd July with interviews scheduled on Friday 10th July.

Job Description

Post Title	Teaching Assistant (Level 4 – HLTA)
Responsible to:	Headteacher
Location:	Holy Trinity CE Primary School Trust wide working may be required

Main Purpose of the Role

To work under the guidance of teaching/senior staff and within an agreed system of supervision (subject to the direction and supervision of a teacher), to implement agreed work programmes with individuals/groups, in or out of the classroom. To provide whole class cover (both for PPA and short-term sickness absence). To plan for lessons taught when covering PPA.

Core Responsibilities and Tasks

SUPPORT FOR THE PUPIL

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Teach high quality whole class lessons through covering PPA or short-term sickness absence.
- To plan for lessons when covering PPA.
- Assist with the development and implementation of provision planning.
- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils within the classroom.
- Encourage pupils to interact with others and work cooperatively with others and engage all pupils in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher.

SUPPORT FOR THE TEACHER

- Establish and maintain an appropriate learning environment with the teacher.
- Contribute to lesson planning, evaluating, and adjusting lessons/work plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress, and other matters, ensuring the availability of appropriate evidence.

Job Description

- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as necessary.
- Undertake marking of pupils' work and accurately record achievement/progress.
- Promote positive values, attitudes and 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.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within role/responsibility and participate in feedback sessions/meetings with parents under teacher's direction.
- Provide general clerical/admin support for agreed activities etc.

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil learning styles and individual responses/needs.
- Implement local and national learning strategies effectively utilising all alternative opportunities to support extended development.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.

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).
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/aims/work of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers, to support achievement and progress of pupils.
- Attend and participate in meetings as appropriate.
- Participate in training and other learning activities as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Maintain high expectations for engagement in learning and keep pupils on task. Respond to pupils' questions and generally assist pupils.
- Undertake planned supervision of pupils, including before and after school, out-of-school hours learning activities and at lunchtime.
- Supervise pupils on visits, trips and out of school activities as required.
- Be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

Corporate Responsibilities

All employees of The Sycamore CE Trust 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.

In addition, we expect all employees to:

- Be aware of, support and contribute to the ethos and values of the Trust.
- Recognise your own strengths and areas of expertise and use these to support and advise others.
- Participate in training and other learning activities and performance development as required.
- Familiarise yourself with, and adhere to, all relevant Trust policies and procedures.
- Comply with the Trust's Health and Safety requirements.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with all stakeholders.

Additional to Note

This is an outline job description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Trust.

Duties may be subject to periodic review, in consultation with the postholder, to reflect the changing work composition of the Trust.

Reviewed by: Tina Powell
September 2025

Person Specification		
Qualifications, Knowledge, Skills, and Experience	Essential	Desirable
Qualifications/ Training: A Diploma in Childcare and Education; NVQ in Children’s Care, Learning and Development (CCLD); Foundation Degree in Supporting Teaching and Learning or an equivalent qualification is essential. GCSE Maths and English at grade 4 or above (or equivalent qualification).	√	
Training in the relevant strategies, e.g., EYFS, objective led planning, safeguarding or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT	√	
Experience: Substantial experience of working with children across the primary range within an educational setting. Experience of the successful use of behaviour management strategies. Experience of working with children with specific learning difficulties. Experience of whole class teaching and cover.	√	
Skills: Ability to work effectively within a team environment, understanding classroom roles and responsibilities.	√	
Ability to promote a positive ethos and role model positive attributes.	√	
Ability to build effective working relationships with all pupils and colleagues	√	
Ability to adapt own approach in accordance with pupil needs	√	
Ability to work with children at all levels regardless of specific individual need and learning styles as appropriate	√	
Ability to use technology	√	
Very good personal numeracy and literacy skills	√	
Knowledge: Working knowledge and understanding of national curriculum and other relevant learning programmes/strategies.	√	
Working knowledge and general understanding of principles of child development, learning styles and independent learning	√	
Working knowledge of relevant policies/codes of practice and awareness of relevant legislation	√	