



Application Pack

Higher
Level
Teaching
Assistant



Welcome

to Hodge Clough Primary School



Dear Applicant,

I would like to thank you for showing an interest in the position of Higher Level Teaching Assistant at Hodge Clough Primary. We are a school on a journey, and together we are building something special: a school that sets high standards and a place where every pupil is known, supported and challenged to achieve their full potential.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children; one that is designed to inspire curiosity, motivation, and a genuine love of learning. We want our pupils to become enthusiastic learners who take pride in themselves, their work, and the community they belong to.

We value high-quality learning, personal progress, and wellbeing equally, and our aim is to help every pupil flourish—developing the knowledge, character, and social skills they need to grow in confidence, resilience, and self-belief. We understand that children thrive when they feel safe, supported, and joyful in their learning.

We welcome applications from aspiring HLTAs ready to take the next step and experienced HLTAs looking for a new opportunity. Whatever your route into the post, we offer a supportive environment where your strengths will be valued and you can continue to learn and develop in your role. We are looking for someone who shares our ethos and is excited to make a positive difference to children's learning in our ambitious and inclusive school.

I am very excited about this opportunity to develop and strengthen our existing team; to give people opportunities to grow and develop valuable experience which will benefit you and our setting. The team here are committed to our journey, and we are committed to investing in our team.

If you think you could be the applicant we are looking for, I would encourage you to contact the school office on 0161 770 5790 to make an appointment to see our school at work.

Yours sincerely

Stella Hodgkinson
Headteacher

The school at a glance



Ofsted said : “Pupils are proud to belong to this warm and friendly school”.

Pupils on roll: 419

We are a two-form entry, split-site school

Conduit St Site: 283 pupils (Years 2-6)

Wilkes St Site: 136 pupils (Nursery - Year 1)

SEND

SEN Support - 51 pupils

EHC - 17 pupils

Pupil Premium: 27%



Vision & Values



Our strategic vision is rooted in the belief that every child can achieve great things when given the right support, challenge and opportunity, and that children must be placed firmly at the **HEART** of every decision we make.

At Hodge Clough, our motto is “Kind Hearts, Ambitious Minds, Striving for Excellence”. Our core value of Pride, alongside our other values of Happiness, Excellence, Attitude, Respect and Togetherness (HEART) shape the culture of the school and articulate the standards we expect for, and from, every member of our community.

We aim to create a school filled with warmth, kindness and ambition, where children feel happy, valued, safe and inspired to learn. We foster positive attitudes, high expectations and a commitment to personal excellence, ensuring pupils develop confidence, resilience and a deep belief in their own potential.

Through respect, empathy and togetherness, we build a strong sense of community in which every child belongs, every voice is heard and every success is celebrated. Our vision provides a clear moral purpose and strategic direction: to ensure that every child thrives academically, socially and emotionally and leaves Hodge Clough proud of who they are and what they can achieve.



Job Description



Job Title: Higher Level Teaching Assistant
Reporting to: The Headteacher

Grade: 5
Contract Term: Full Time / Term time only
Closing date: 6th November 2026 at 9am
Interview date: 19th November 2026

Job Purpose

To contribute to the development and wellbeing of children and young people

Principal Responsibilities

To complement teachers' delivery of the national curriculum and contribute to the development of other support staff, pupils and school policies. To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to teach whole classes during teachers' PPA sessions and management time or where short term cover is needed.

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups), by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

Planning

- Plan and prepare lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with school policies and procedures.

Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content in line with the school policy, pupil responses to learning activities and pupil behaviour, to teachers and pupils.

Job Description



- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Teach in line with the agreed school frameworks for curriculum and policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work cooperatively with others
- In accordance with arrangements made by the Headteacher, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present, in line with regulations and guidance.
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Assist the class teacher in encouraging acceptance and integration of children with special needs, or from different cultures and/or with different first language.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.
- To run interventions for children throughout school as per request of the SENDCO.
- To teach phonics through our Read Write Inc scheme, as required.

Monitoring and Assessment

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

Job Description



Mentoring, Supervision and Development

- Manage other teaching assistants and undertake recruitment, induction, appraisal, training and mentoring for other teaching assistants.
- Assist teachers in offering mentoring support and guidance to other teaching assistants undertaking formal training.
- Offer mentoring support and guidance for older pupils undertaking work experience activities
- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school.
- Also participate in staff meetings and training days/events as requested.

Behavioural and Pastoral

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement Hodge Clough Primary's child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment used by the children at the school.
- Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise break time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

Job Description



Other

- Any other duties required by the class teacher, Headteacher, Deputy or Assistant Headteacher, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time.
- To run an after school club each week, if required.
- To run after school tutoring sessions each week. if required.
- Work as a first aid practitioner as and when needed.
- To attend lessons off-site, including swimming lessons.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Headteacher and to meet the needs of the school.



Person Specification

E = Essential

D = Desirable

A = Application Stage

I = Interview and Assessment Stage

R = References

Education and Training

Literacy and numeracy qualifications at Level 2 or equivalent, or demonstrably equivalent skills.	E	A
HLTA status or equivalent	E	A, I
Relevant training in Read, Write Inc phonics, SEND, behaviour support, first aid or supporting pupils' wellbeing.	D	A
A relevant Level 3 or higher qualification in supporting teaching and learning, education or childcare.	E	A, I

Relevant Experience

Successful experience of supporting or teaching primary aged pupils and contributing to their learning, progress and wellbeing.	E	A
Experience and interest in working particularly with Early Years and KS1 pupils	D	A
Experience of supporting pupils with differing needs, including SEND, and adapting support to remove barriers to learning	E	A, I
Experience of planning with teachers, preparing resources and contributing to assessment and feedback.	E	A, I
Experience of whole-class teaching or cover and delivering interventions	E	A, I
Experience of mentoring, supervising or training other adults, including supporting induction or appraisal.	D	A
Experience of contributing to and implementing individual education, support or behaviour plans in collaboration with teachers and the SENCo.	D	A

Teaching and Learning

Sound understanding of the primary curriculum, how children learn and the role of an HLTA in complementing teachers' work.	E	A
Ability to plan, prepare, deliver and evaluate well-structured lessons within agreed arrangements, using appropriate resources and clear learning intentions	E	A
Ability to engage and motivate individuals, groups and whole classes, maintaining high expectations of behaviour, achievement and participation.	E	A, I
Ability to adapt teaching, explanations and resources for pupils with SEND, EAL and differing starting points, including pupils needing additional challenge.	E	A, I

How to apply



Download and return the completed Application Form and your supporting statement by the closing date of: **6th November, at 9am**, to info@hodgecloughprimary.oldham.sch.uk

We welcome visits to school prior to application. Please contact us on 0161 770 5790 if you would like to arrange a visit.

References

- Please note that we will contact the referees of shortlisted candidates prior to interview unless otherwise instructed.
- Please ensure that you provide the headteachers details if your last position was in a school setting.
- Please also note that we can only use business email addresses for referees, not personal ones, and we cannot accept generic references i.e. addressed “to whom it may concern”

Hodge Clough Primary School is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people, and expects all staff to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas. Appointment to this post is subject to a Disclosure and Barring check.

Please note that we appreciate the time and effort that goes into completing an application, but we regretfully cannot feedback to all applications. If you have not received a response two weeks after the closing date, please assume you have not been succesful on this occasion.