

Blakehill Primary School

Recruitment Information Pack

Higher Level Teaching Assistant (HLTA)

30 hours per week – Fixed Term – To start February 2026

Band 8, SCP 17-22



★Together We Can★

Timeline

Closing date for applications: Monday 5th January 2026 – 12.00pm

Interviews taking place: Friday 16th January 2026

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Dear candidate,

Thank you for your interest in the position of Higher Level Teaching Assistant at our school. We are looking to recruit an outstanding Higher Level Teaching Assistant to join us. This is a 30 hour, fixed term post, to start February 2026.

Blakehill Primary School is a two form entry, successful school that provides and values positivity, achievement and teamwork. We create an exciting curriculum with an extensive range of learning opportunities, all of which makes Blakehill a fantastic place to work and learn.

The children are central to everything we think and do and the staff are uncompromising in their ambition to provide our pupils with the skills and knowledge they will need to lead successful and happy future lives.

Our school Mission Statement is **‘Together We Can.’** This is paramount to the ethos of Blakehill Primary School where everyone shares the commitment of promoting the safeguarding, well-being and achievement of all our children.

In our latest **Ofsted Inspection (July 2022)** we were graded **GOOD with OUTSTANDING for pupil behaviour and welfare.**

‘Behaviour at Blakehill Primary is exceptional. Pupils are happy and safe. Relationships between staff and pupils are extremely positive. They feel valued by staff and pupils.’

‘Leaders have designed a highly effective curriculum for pupils’ personal, social and health education. Pupils are prepared well for life in Britain’

‘Staff are proud to work at Blakehill Primary School.’

We are fully committed to providing support, training and opportunities for career progression to all our staff and value the contribution that each and every one makes to the improvement and development of our school.

We are looking for an excellent Higher Level Teaching Assistant who can be creative in their work and contribute to the continuing development of Blakehill Primary School. Passion, drive and commitment are key factors in the staff team at Blakehill.

We welcome you to visit us to gain a fuller insight into our school.

Please ring to arrange an appointment or to request further information.

We look forward to hearing from you.

Mrs Lisa Keighley
Headteacher

WELCOME TO BLAKEHILL PRIMARY SCHOOL



Staff, governors, pupils and their parents are very proud of our school. There is a strong culture of shared values and cooperation at Blakehill. We understand and embrace teamwork, create trust, maintain focus and, most importantly, understand the importance of people and relationships to our mission of success.

Because we put people first, everyone at school feels valued allowing us to focus on and provide a quality of education that enables pupils to thrive.

Our pupils and staff are central to all that we think and do at Blakehill and by listening to our school community, we are able to shape pupils' learning journeys and provide experiences that capture their interests and needs.

Vision and Ethos

We are uncompromising in our vision for excellence and enjoyment for all pupils in all areas of the curriculum across school, to ensure that our children have the skills, knowledge, attitudes and values to lead successful lives both now and in the future.

This vision is under pinned by:

- Staff that have an unwavering commitment to the school and its pupils and are equipped to provide a high quality education.
- A curriculum that is shaped by listening to our pupils, their parents, staff and governors.
- An embedded culture and practice of our school ethos.
- School leaders that are relentless in their ambition to provide the best possible education for its pupils.
- A school community that is fully supportive and proud of the school.





Higher Level Teaching Assistant (HLTA)

Start date: **February 2026**

30 hours per week, term time only - Fixed Term until August 2026 (initially)

Band 8, SCP 17-22

Vacancy Details: Higher Level Teaching Assistant (HLTA) with experience of providing PPA/ Management Time cover to whole classes

The Governing Body of this successful school are looking to appoint an enthusiastic and experienced HLTA to cover PPA (Planning, Preparation & Assessment) time and management release time from Reception to Year 6.

In the first instance this post is a fixed term position with the potential to become permanent.

The successful applicant will:

- Have HLTA Status (HLTA Level 4 or equivalent)
- Have successful experience working across primary age ranges, including EYFS, KS1, and KS2
- Have experience leading whole-class learning, not only supporting individuals or small groups
- Have experience following and delivering teacher-planned lessons to ensure continuity during PPA/management cover
- Have experience with behaviour management and promoting positive behaviour strategies
- Have experience supporting children with SEND, including implementing differentiated tasks
- Have the ability to plan and deliver lessons independently, ensuring learning objectives are met
- Have a strong knowledge of the primary curriculum across EYFS, KS1, and KS2
- Have the ability to adapt plans where necessary while maintaining curriculum integrity
- Understanding of child development, early phonics (EYFS/KS1), and age-appropriate pedagogy
- Ability to assess pupil learning and feed back to class teachers.
- Have excellent communication skills with pupils, teachers, and parents (where required)
- Ability to work collaboratively with teaching staff and follow school policies
- Good organisational skills to ensure materials and resources are ready for lessons
- Warm, approachable, and positive
- Demonstrate initiative and independence
- Be calm under pressure and resilient
- Be a reflective practitioner who seeks to improve practice
- Have a strong sense of professionalism and confidentiality

We can offer:

- Dedicated PPA time for you
- High quality support from the school's Senior Leadership Team
- The opportunity to work alongside enthusiastic, skilled and knowledgeable staff
- Exceptional opportunities for professional development
- Pupils, staff and parents that are proud of their school
- A diverse and rich range of enrichment opportunities
- A happy school team who are committed to supporting each other

Please contact the school office if you wish arrange a school visit: 01274 414355 - office@blakehill.bradford.sch.uk

Closing date and shortlisting for applications: **Monday 5th January 2026 at 12:00pm**

Interviews: **Friday 16th January 2026**

Interested candidates are requested to apply online for this post. To download the job details and apply please visit www.prospectsonline.co.uk

At Blakehill we are uncompromising in our vision for excellence and enjoyment for all pupils in all areas of the curriculum across school, to ensure that our children have the skills, knowledge, attitudes and values to lead successful lives both now and in the future.

We are committed to safeguarding and promoting the welfare of children, and all posts are subject to an enhanced DBS check.

Job Description

POST TITLE:	HIGHER LEVEL TEACHING ASSISTANT
POST REF:	HLTA DECEMBER 2025
GRADE:	BAND 8, SCP 17 - 22

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To complement, appreciate and support the role of teachers and other professionals by undertaking work/care/support programmes which enables access to learning in the community as part of a teacher planned approach.

To support the class teacher in the management of pupils in the classroom, and other senior staff on a range of teaching and learning experiences which deliver an appropriately differentiated and suitably challenging creative curriculum for all pupils whilst meeting statutory requirements.

Progressing pupil learning in a range of classroom settings; including working with individuals, groups of pupils or whole classes where the assigned teacher is not present (e.g. during PPA time or covering short term absence). This may involve planning, preparing and delivering learning activities as well as monitoring pupils, assessing, recording and reporting on pupil achievement, progress and development.

To take responsibility for the implementation of learning activities/work programmes under an agreed system of supervision with individuals/groups, in or out of the learning environment. This will include assisting the teacher in the whole planning cycle and the management/preparation of tasks/resources.

Work within school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will assist in maintaining the good discipline of pupils throughout school and be expected to use good common sense, develop creative solutions and use initiative in all matters relating to the conduct and behaviour of individual pupils, groups of pupils and whole classes, the safety, mobility (if required), hygiene and well being of the pupils; making decisions both within and often outside established working practices and procedures.
- Will recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with the relevant school policy and procedures.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.
- Acting as a role model, will use specialist skills and training experience to establish productive and constructive working relationships with pupils, setting high expectations, motivating and interacting with them, being aware of their individual needs, supporting

difference and ensuring all pupils have equal access to opportunities to learn and develop whilst responding appropriately.

- Will have the ability to cope with the requirements of the post, which may include working with pupils who have emotional/behavioural/physical difficulties.
- Will use specialist learning skills/training/experience to support pupils.
- Use own initiative and organise own workload, pay attention to detail, work to deadlines and manage conflicting priorities whilst making decisions where appropriate within established and non established working practices.
- Will contribute to the overall ethos/work/aims of the school.
- Will support, uphold and contribute to the development of the schools Equality policy in respect of both employment issues and the delivery of services to the community.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

- Assist in the management of pupils in the learning environment.
- Assist the teacher in all aspects of lesson planning and planning of other learning activities, participating in all stages of the planning cycle and modify methods to meet individual/group needs; assessing, evaluating and adjusting lessons/work plans as appropriate and in accordance to pupil responses/needs whilst helping pupils to access learning activities through specialist support.
- Perform allocated tasks with limited supervision using professional discretion where required.
- Will transfer work and resources back to the teacher and feed back any issues.
- As agreed, and with limited supervision, deliver a range of teaching and learning experiences which should be appropriately differentiated and suitably challenging, ensuring all children are engaged in appropriate activities; giving support where necessary.
- Will undertake routine marking of pupils work and accurately record achievement/progress, administer and assess routine tests and invigilate exams/tests as well as working with the teachers to evaluate students progress.
- Support the teacher in establishing, planning, adapting and undertaking structured and agreed learning activities/teaching programmes appropriate to the pupil's needs to ensure physical, social, emotional and intellectual development, taking into account diversity e.g. language, culture, ability, race and religion.

- Will recognise own strengths and areas of expertise and use these to advise and support colleagues in order to ensure the smooth running of the learning environment and contribute to relevant meetings.
- Will supervise and support pupils consistently at all times including those with special needs; recognising and responding to their individual needs whilst ensuring their safety and education in the learning environment.
- Assess the needs of pupils and use detailed specialist skills in the development and implementation of Individual Education Plans and Personal Care Programmes; attending to the pupils' personal needs and maintaining related personal programmes with the correct use of care materials including the safety and well being of the pupils, therapy and medical intervention needs of the pupil and first aid, paying attention to social, health, physical and welfare matters as well as high standards of cleanliness and hygiene e.g. washing, dressing, toileting, and, if applicable, mobility.
- For posts working with pupils who are physically less able, it may be necessary to be able to physically assist the pupil in line with school policies and good practice.
- Will teach and supervise whole classes during the short term absence of the teacher and undertake the planning for this supervision within the pre-determined lesson framework; keeping all children engaged, maintain good order and to keep pupils on task.
- Promote and reinforce the inclusion, acceptance and integration of all pupils, including those with specific and special needs and those from different cultures and/or with a different first language as appropriate.
- Set challenging and demanding expectations, employ strategies to recognise and reward achievement of self-reliance whilst promoting self-esteem. Encourage pupils to act independently, working co-operatively and interacting with others.
- Will develop, organise, prepare, create, safely manage and maintain a purposeful, orderly and supportive learning environment to meet the lesson plans. Take responsibility for the care, preparation, maintenance and use of relevant equipment, assisting pupils in its use, clearing/storage afterwards and sourcing/suggesting new resources where needed.
- Will be aware of pupil progress, monitor/record pupil responses against pre-determined learning objectives as well as provide accurate, constructive and detailed feedback/reports to the teacher and pupils. Make suggestions on developing areas where required.
- In liaison with the class teacher, will establish constructive relationships and communicate with other agencies and professionals to support achievement and progress of pupils.
- Will contribute to the planning of opportunities for students to learn outside of school contexts in line with school policies and procedures.

- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own actions whilst supporting the teacher in managing this. Deal promptly with conflict and incidents (including those involving restraint) and reporting challenging behaviour where appropriate in line with established policy; developing new solutions where required and contribute to a purposeful learning environment.
- Will gather/report information from/to parents/carers as directed, taking into account parental/carer concerns, dealing with them sensitively, establishing constructive relationships and offering appropriate advice and guidance under the direction of the teacher.
- Will support the teaching staff by reporting pupil progress and achievements at parents evenings which are usually held outside school hours.
- Will be responsible for developing and maintaining manual and computerised records and contributing to the reviews of systems/records as required.
- Will provide clerical/administrative support as directed by the teacher.
- Will implement local and national learning strategies and will support pupils to achieve learning goals e.g. literacy, numeracy, KS3, early years as directed by the teacher whilst making effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Will support pupils in the use of ICT in learning activities as directed by the teacher, develop skills to deliver ICT packages to pupils and develop pupils competence and independence in its use.
- Will participate in own performance development, identify and address any training needs/other learning activities.
- Will assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, accompanying teaching staff and pupils on visits, trips and out of school activities; taking responsibility for a group under the supervision of the teacher.
- Will take line management responsibility in the supervision of other Teaching Assistants, students on work experience, trainees and voluntary helpers. Undertake induction, appraisal, training and mentoring as necessary.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will have long periods of sitting or standing.
- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.

- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the **Advanced** Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.

- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E) / DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working in a team situation. (E) • Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities. (E) • Experience of working with pupils with additional educational needs and more able special educational needs. (E) • Experience of working in a relevant discipline. (E) • Clerical/administrative/financial experience. (E) • Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. (E) • Level 4 NVQ for Teaching Assistants or equivalent qualification or educated to graduate level. (E) • Other relevant qualifications relating to the post e.g. Level 4 NVQ in Health/Childcare, first aid qualification. (D) • Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc. (E)
KNOWLEDGE/ SKILLS:	<ul style="list-style-type: none"> • Will possess a full and in depth working knowledge of the School's relevant policies/procedures/codes of practices with an outline understanding of relevant legislation. (E) • Will have in depth knowledge of the policies covering their service area. (E) • In depth knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate. (E) • Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies. (E) • Excellent organisational and problem solving skills with the ability to work proactively and independently. (E)

- Excellent communication skills. (E)
- Enhanced advisory, guiding, negotiating and persuasive skills at a developed level. (E)
- Excellent numeracy/literacy skills. (E)
- Excellent ICT skills. (E)
- Ability to use relevant equipment/resources. (E)
- Ability to self-evaluate learning needs and actively seek new learning opportunities. (E)
- Ability to understand classroom roles and responsibilities. (E)
- An understanding of the needs of a multicultural society. (E)
- An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (E)
- In depth knowledge and practical experience of behaviour management. (E)
- Knowledge and commitment to schools Equality policy. (E)
- In depth knowledge and practical experience of Health and Safety requirements. (E)
- In depth knowledge and practical experience of child protection. (E)
- Ability to relate well to pupils and adults. (E)
- Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E)
- Ability to remain calm under pressure; prioritising conflicting demands. (E)

- Demonstrate a commitment to working with children of the relevant age. (E)
- Demonstrate good co-operative, interpersonal and effective listening skills. (E)
- In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers. (E)
- Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E)
- Ability to cope with the requirements of the post, which will include working with pupils who have emotional/behavioural/physical difficulties. (E)
- In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an **Advanced Threshold Level** (E)



Safeguarding Statement

The school pays full regard to current DfE guidance Keeping Children Safe in Education. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and contractors' staff.

In line with statutory duties, the following will apply:

- We will maintain an up to date single central record detailing the range of checks carried out on our staff and volunteers
- We obtain a DBS Enhanced Disclosure for all new appointments to the school workforce
- We seek confirmation from applicable staff that they are not disqualified from childcare under the Childcare (Disqualification) Regulations 2009. This includes:
 - Staff employed in our EYFS
 - Staff running our breakfast club & after school provision
 - Members of the SLT
- We obtain confirmation of appropriate checks and on-going training for supply staff from their agencies
- Where possible, contractors whose staff have DBS checks are used. Where this is not possible, appropriate measures are taken to supervise these workers. Similarly, occasional visitors to the school who do not have DBS certificates are supervised appropriately.

All staff are provided with a copy of Keeping Children Safe in Education and relevant updates; they are asked to sign that they have read and will follow the guidance given.



Selection Process Guidance

Safeguarding

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS).

Inclusion

We welcome applications from candidates of all backgrounds, faith, ethnicities or with any protected characteristics. We are simply looking for the very best candidate for the job and will assess your application only on the information in your written application or your performance at interview should you be successfully shortlisted. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, gender, religious beliefs, marital status, or sexual orientation. The personnel specification sets out the criteria used to assess candidates through the selection process.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement. Please contact Vicky Scott (School Business Manager), via email: Vicky.scott@blakehill.bradford.sch.uk to arrange a mutually convenient appointment.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications should be submitted via the Prospects website.

Shortlisting

We assess all applications against the specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies. Applicants will be subject to an online search if shortlisted. Candidates who best meet the personnel specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the closing date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interview day will consist of a teaching task and a formal interview. This is designed to allow you to demonstrate your skills and abilities and share your experiences. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the task and formal interview, we will consider your responses to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will offer brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing.

Any offer is made subject to:

- Receipt of references satisfactory to us
- Satisfactory DBS checks
- Provision of proof of identity and qualifications

