



**Blessed  
Christopher Wharton**  
CATHOLIC ACADEMY TRUST



## HLTA

Pay Scale: SCP 19-22 dependent on experience  
4 days a week (hours to be discussed)  
Fixed Term  
HLTA qualification or equivalent experience required

**We are looking to appoint an enthusiastic highly motivate HLTA to join our hardworking team off support staff. This role will involve working across the school.**

### **We are looking for an individual who:**

- Can deliver teaching and learning support to individuals and groups of students.
- Can Cover planned absences for teachers, delivering pre-prepared lessons.
- Supports the planning and preparation of lessons in collaboration with teaching staff.
- Contributes to the assessment and recording of student progress.
- Provides feedback to teachers and contribute to the development of individual education plans.
- Has high expectations of our children and manage behaviour effectively.

Visits to school are warmly welcomed to allow you to get a feel for the school, if you would like to visit, please email [janette.humphreys@stac.bcwcat.co.uk](mailto:janette.humphreys@stac.bcwcat.co.uk). Applications must be completed on a CES application form which is available from the school office or via this link <https://www.stanthonysclayton.bradford.sch.uk/vacancies>

### **Closing date for applications:**

Friday 26 June 2026

### **Interviews:**

29 June 2026



***The school is committed to a rigorous implementation of our safeguarding policy. All successful applicants will be subject to pre-employment checks and an enhanced DBS check, prior to a formal offer of employment being made. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exception Order 1975, 2013 and 2020***

# The Role

## Prime Objectives of the Post:

- To support teachers and senior staff in delivering high-quality teaching and learning by working with individuals, groups and whole classes, enabling pupils to access a differentiated and inclusive curriculum. The postholder will contribute to pupil progress, behaviour and wellbeing, including covering short-term teacher absence, under agreed supervision and within school policies.
- 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.

## Role Requirements:

- HLTA qualification or equivalent experience.
- Previous experience working in a Primary School setting.
- Strong communication and interpersonal skills.
- A passion for supporting the educational development of young learners.

## We offer:

- A school with a positive, caring ethos where teamwork is important
- Committed and enthusiastic staff who put children at the heart of everything they do
- A supportive governing body
- A happy school community
- An opportunity to further your professional development



# Person Specification

Experience	Essential or Desirable
Experience of working in a team	E
Experience of working with or caring for children of relevant age e.g. voluntary organisation or parental/caring responsibilities	D
Experience of working in a relevant discipline	E
Provide evidence of having previously spoken fluently to customers at an advanced Threshold Level	E
Experience of working with pupils with additional educational needs and more able special educational needs	D
Clerical/administrative experience	D

Qualifications	Essential or Desirable
GCSE English and Maths or Equivalent e.g. Adult Literacy/Numeracy at Level 1	E
Level 4 HLTA NVQ or equivalent qualification or educated to graduate level	E
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, maths, English etc.	D
First Aid qualification	D

Knowledge/Skills	Essential or Desirable
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
Excellent organisational and problem-solving skills with the ability to work proactively and independently	E
Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies	D
Excellent communication skills	E
Enhanced advisory, guiding, negotiating and persuasive skills at a developed level	E
Excellent IT Skills	E
Ability to use relevant equipment/resources	D
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	



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## Unlocking Opportunities: Our Offer to You



### Employee Assistance Programme

Telephone counselling and mental health support is available through our EAP app with Sonder.



### 24/7 GP Service

Instant and 24/7 medical advice from registered nurses and access to virtual GP appointments and prescriptions



### Excellent Professional Development Opportunities:

Grow your skills and advance your career with our commitment to providing outstanding professional development opportunities.



### Vivup Lifestyle Benefits:

Enjoy a range of high street discounts through Vivup.



### Excellent Pension Scheme:

Secure your future with our excellent pension scheme, ensuring financial stability in the long term.



### Regular Learning Days:

Networking with peers off site with a range of inspirational, external speakers on a termly basis.



### Positive Work Environment:

Experience a positive work culture that values your contributions and fosters a sense of belonging and fulfilment.



### Opportunity to Make a Difference:

Be part of something meaningful by contributing to projects and initiatives that have a positive impact on our community and beyond.



### Staff Awards

Annual Staff Awards where outstanding performance is acknowledged and awarded.