



Walkwood

Church of England  Middle School

Recruitment information:

**HLTA Teaching
Assistant**

Our Vision:

In our inclusive community,
Each valued individual is taught self-belief
We are resilient and optimistic,
Caring for ourselves and our peers.
We are Children of God, with hope,
Awe and wonder in our hearts.

Our Bible verse:

Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. *Ephesians 4:32*

Our core values:

Kindness

friendship

Truthfulness

Respect

Respect - Believe - Succeed



Headteacher's introduction

Thank you for taking time to request information about the appointment of HLTA at Walkwood Church of England Middle School. This post is available from 1st November 2025 or sooner if available.

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence.

We are dedicated to promoting literacy across the curriculum with a core focus on reading for empowerment. Furthermore, Walkwood staff support children in developing their understanding of problem solving and reasoning in a broad range of contexts in which they can investigate, question and share their learning. Throughout their time at Walkwood, all pupils are encouraged to express themselves creatively and imaginatively, through all areas of the curriculum.

High standards for behaviour across the school to enable a purposeful learning environment in which all children can feel safe and flourish.

Therefore, we are seeking a colleague who will share and uphold our Christian vision and values, delivering a curriculum that links content, skills and knowledge, whilst ensuring that each individual pupil receives high-quality pastoral care within an inclusive setting.

If you wish to be considered for this teaching post at Walkwood Middle School, please complete an application form.

Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **11th December 2025**. Short-listed candidates will be contacted soon after this date. Tours of the school will be part of the interview day. The interview will take place on Tuesday 16 December 2025.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Yours sincerely,
Mrs Caroline Lowe
Headteacher



Job description

Part I

This job description forms part of the contract of employment. It is an outline of the main duties and responsibilities expected of the role and it is not a definite list. Specific responsibilities will be agreed with the headteacher as part of the SLT review.

Part II

Post title:	Higher Level Teaching Assistant
Salary and Grade:	TA4 £ 31,537 to £ 33,699 pro rata
Responsible to:	Assistant Headteacher
Hours of work:	35 hours 25 minutes per week, term time only plus 5 Inset days

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 they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting 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
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- 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 space 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 supervision) 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 their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and 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
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, 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
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

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

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

All staff within the school are expected to demonstrate a commitment to safeguarding children and will be required to follow school policies and the staff code of conduct.

The job description is not necessarily a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher and Governing Body may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding, the well-being of children and young people and the promotion of fundamental British values and expects all staff and volunteers to share this commitment.

Signed : Date.....

Signed : Date.....

For and on behalf of Walkwood CE Middle School



Person Specification

Area of focus	Qualities
Education and training <i>(academic and vocational)</i>	<ul style="list-style-type: none"> • GCSE passes in Maths and English (C/4+) or equivalent. • Grade 4 HLTA Teaching Assistant qualification or willingness to complete it. • Experience of planning and leading teaching and learning activities (under supervision)
Experience and achievements <i>(paid/unpaid)</i>	<ul style="list-style-type: none"> • Experience of working as a Teaching Assistant supporting pupils in a classroom environment, including those with special needs. • Experience of planning and leading teaching and learning activities (under supervision)
Skills and knowledge	<ul style="list-style-type: none"> • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how to successfully lead learning activities for a group or class of children • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice



Personal Qualities	<ul style="list-style-type: none"> • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to always maintaining confidentiality • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people
Other relevant factors	<ul style="list-style-type: none"> • Good working knowledge of, and be able to follow, relevant school policies

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.

