



Exhall Junior School

Appointment of Higher Level Teaching Assistant
(HLTA)



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Exhall
Junior School

An introduction to Exhall Junior School



Our school is a place where children feel safe, valued and inspired. We celebrate individuality and encourage every child to take risks, ask questions and discover their potential. We believe that learning is not just about what happens in the classroom – it's about developing character, resilience and a lifelong love of knowledge.

At Exhall Juniors we foster a positive, nurturing climate where curiosity, creativity and collaboration are part of daily life. Our experienced staff are deeply committed to supporting each child's journey, ensuring they are confident, independent and prepared to succeed in every aspect of life.

We recognise that a strong school community includes families, staff and the wider neighbourhood. Partnership and trust are at the heart of our approach, creating a welcoming environment where everyone belongs, and where children can flourish both academically and personally.

Whether through our ambitious curriculum, enrichment opportunities or school traditions, every aspect of life at Exhall Junior reflects our commitment to nurturing strong roots, wise minds and brave hearts – the foundation for a future full of endless possibilities.

exhall-gst.org

Role Description

Position: Higher Level Teaching Assistant

Location: Exhall Junior School

Contract type: Term time plus 5 inset days (35 hours)

Contract term: Permanent term time only (plus inset)

Salary: Dependent on experience and qualifications

Exhall Junior School is looking to recruit a highly skilled, organised, enthusiastic and motivated higher-level teaching assistant to work at pace at the school. The successful candidate will play a crucial role in the wellbeing and nurturing of our pupils. We are keen for someone to join who has a strong background and interest in working with SEND pupils.

The successful candidate will:

- Be experienced with whole class teaching
- Be enthusiastic and highly motivated
- Be highly organised, efficient and proactive
- Be friendly and nurturing
- Be vigilant in safeguarding
- Have the ability to relate well to children
- Be collaborative and team-orientated
- Be able to adapt and be flexible to the needs of the school and the pupils
- Have at least a Level 3 Certificate in Supporting Teaching and Learning
- HLTA qualification preferred
- Be experienced working with SEND pupils.

Role Responsibilities

The Higher-Level Teaching Assistant (HLTA) is one member of a team of professionals that will include teachers and other teaching assistants. The team works together to care for and educate the pupils in the school. The HTLA makes a specific contribution to the school's teaching and learning program. The HTLA works under the direction and is responsible to the Head, and that general authority will be delegated to a relevant member of SLT. The HLTA will work in collaboration with the SENDCo and class teachers.

Subject to the direction and supervision of a designated teacher:

- Supervise/cover whole classes or groups
- Collaborate with teachers/managers to organise and teach classes and contribute to planning in the planned absence of a teacher including PPA across the school
- Provide written and verbal feedback to teachers and pupils in relation to their learning and progress
- Work with pupils either one-to-one or in small groups or those with specific learning needs/difficulties
- Undertake first aid training and administer, utilising correct documentation
- Be familiar with individual Health Care Plans/Behaviour Plans for specific children
- Promote the inclusion and safety of all pupils and follow the school's safeguarding policy
- Supervise pupils, on or off school premises, in the context of routine trips, local visits, concerts, assemblies and contribute to the planning and organisation of such events
- Use ICT in teaching and learning and support pupils in the use of ICT
- Take part in relevant training and professional development
- Work in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school, to promote positive behaviour patterns, raise self-esteem and improve independent working in children to assist in their education and growth
- Supervise at playtimes and at lunchtimes to ensure the continued safety of children
- Occasionally supervise children in the dining area, following school policy and ensuring good standards of behaviour and manners. Investigate and deal with any incidents, reporting any serious incidents of unacceptable behaviour to an appropriate member of staff
- Undertake duties relating to the setting up and running of an extra-curricular club
- Attend staff meetings and development days, if required
- Anything else as directed by the Head of School/Line Manager.

Person Specification

- English and Maths Grade C or above at GCSE is essential
- HLTA status preferred
- Degree qualification desirable
- A general knowledge of and experience of using basic ICT programmes for emails and word processing.
- A willingness to develop further ICT skills related to the teaching of pupils and administration of the post
- Excellent interpersonal skills
- Good oral and written communication skills
- Previous experience of working with primary aged children
- Ability to work on own initiative
- Ability to work as part of a whole school team
- Commitment to supporting staff and pupils in raising standards
- Commitment to participating in the wider aspects of school life such as special event days.



About the Griffin Schools Trust



The Griffin Schools Trust is a Head-led Trust. Founded by former school and system improvers who have led high-performing schools in the UK, Europe and Asia, the Trust works with the Heads and wider communities of its 12 schools in the Midlands and South East to develop a shared mission and values while preserving the individuality of each school.

The family of schools and the Trust's Board share a conviction that great schools are built on the three pillars of Proud Traditions, Wide Horizons and High Achievement. In practise this means rich extra-curricular programmes and high quality pastoral care as well as an inspiring curriculum, expertly taught. The Trust seeks to build community and communality across its primary and secondary schools, promoting unity rather than uniformity and enabling each school to lead its own journey to success. It is a given that schools work together within and cross phase to enhance their provision, speed their journeys to 'great' and celebrate the arts, sports and Founders' Day events.

The Trust offers direct access to a central team of experienced educationalists who provide strategic support and guidance, as well as central operational management services. Membership of the Trust affords its schools the opportunity to share best practice, to develop high order leadership skills and to have a voice in education nationally.

With 2 secondary and 11 primary schools GST currently has a combined pupil population of over 6,000.

griffinschoolstrust.org



GRIFFIN
SCHOOLS
TRUST



Bramford
Primary School
with Nursery



Chivenor
Primary School



Perry Wood
Primary School
with Nursery



Lammas
Secondary School



Riverley
Primary School
with Nursery



Willow Brook
Primary School
with Nursery



Exhall
Junior School



Nicholas Chamberlaine
Secondary School
with Sixth Form



Park Lane
Primary School
with Nursery



Race Leys
Junior School



Kingfisher
Primary School



Lordswood
Primary School
with Nursery



Saxon Way
Primary School
with Nursery

How to Apply



Thank you for taking the time to read the application pack. If this sounds like the right opportunity for you, we would love to hear from you. Please complete our application form and attach your CV and send to beck.j2@welearn365.com, telling us what you would bring to this position in no more than 1 side of A4, font size 12.

Please also include in your application the names, email addresses and direct phone numbers of two professional referees, making clear in what capacity they know you. We will approach referees for all shortlisted candidates.

The closing date for applications is Friday 8th May '26 at 5pm
Interviews expected to be week commencing 18th May '26
To arrange a tour of the school, please contact 02476 313375

The Griffin Schools Trust is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We treat people equally regardless of gender, race, disability or sexual orientation and are committed to meet the requirements of the Equalities Act and other relevant legislation. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks and the Disclosure and Barring Service.