

Higher Level Teaching Assistant



Tiger Primary School
Committed to Excellence



Build your Career, Shape your Future, Apply today

Tiger Primary School is a Good school with over 400 pupils educating the next generation of young people aged between 4 and 11.

Tiger Primary School is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



A great place to be



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Welcome from the Headteacher

Lloyd Williams-Jones
BA (Hons) | PGCE



At Tiger Primary School, we believe in the power of education to transform lives. As the headteacher, it is my duty to ensure we provide the highest quality of education, tailored to meet the needs of every child. We want our pupils to develop a real thirst for learning and to gain the skills, confidence, and character they need to flourish as valued citizens of the future.

Our school is a place where enthusiasm, kindness, and curiosity thrive. The classrooms are filled with happy, motivated children who love learning - supported by a dedicated and caring staff team who share a passion for helping every child achieve their very best. We take great pride in offering a broad and balanced curriculum, rich in real-life experiences, and focused equally on academic excellence and personal development.

We are a team that values collaboration, trust, and mutual support. Our shared values - Teamwork, Independence, Going Beyond the Expected, Empathy, and Resilience - guide everything we do. These values are lived, not laminated: they shape the way we work together, support our families, and make decisions in the best interests of our children.

At Tiger, we care deeply about every family in our community. We work in close partnership with parents and carers to promote excellent attendance and wellbeing, knowing that every day in school matters. Our strong relationships with families and the wider community ensure that each child feels a true sense of belonging.

If you are organised, warm, and professional - and if you take pride in being the friendly and reassuring face of a busy school - then we would be thrilled to hear from you.

I warmly invite you to discover more about Tiger Primary School and to visit us to experience the enthusiasm, care, and sense of community that make our school so special and if you are considering joining our fantastic community, we would be delighted to arrange a visit and tour of our wonderful school grounds.

Lloyd Williams-Jones

Post:	Higher Level Teaching Assistant
School:	Tiger Primary School
Responsible to:	Deputy Headteacher
Salary:	FST Grade F

The Higher Level Teaching Assistant will play a key role in supporting the delivery of high-quality teaching and learning across Tiger Primary School. The postholder will primarily provide whole-class cover across EYFS, Key Stage 1 and Key Stage 2, delivering planned lessons in the absence of the class teacher while maintaining high expectations of behaviour, learning and achievement.

When not providing class cover, the HLTA will work alongside teachers to deliver targeted interventions, provide in-class support and contribute to raising standards for all pupils. The successful candidate will be committed to ensuring every child receives an excellent education and will contribute positively to the wider life of the school.

Main Duties and Responsibilities:

Teaching and Learning:

- Deliver high-quality learning experiences across EYFS, Key Stage 1 and Key Stage 2 using lesson plans provided by class teachers.
- Adapt teaching appropriately to meet the differing needs of pupils.
- Promote high expectations of learning, behaviour and presentation.
- Create a positive, inclusive and engaging classroom environment.
- Assess pupils' understanding during lessons and adapt teaching accordingly.
- Mark pupils' work in line with the school's marking policy and provide constructive feedback.
- Provide clear feedback to teachers regarding pupils' progress and achievement.

Classroom Cover:

- Provide planned whole-class cover during teacher absence.
- Maintain established classroom routines and expectations.
- Manage pupil behaviour positively and consistently in accordance with the school's Behaviour Policy.
- Ensure safeguarding and pupil welfare remain paramount throughout lessons.
- Support pupils to become independent, resilient learners.

Intervention and Pupil Support:

- Deliver targeted interventions to individuals and small groups.
- Support pupils requiring additional academic, social or emotional support.
- Work collaboratively with teachers to identify pupils requiring additional support.
- Contribute to improving outcomes for all pupils, including those with SEND and disadvantaged pupils.
- Support the implementation of individual learning plans where appropriate.

Working with Parents and Colleagues:

- Build positive professional relationships with pupils, parents and carers.

- Communicate with parents professionally regarding pupils' learning or wellbeing where appropriate.
- Work collaboratively with teachers, support staff and senior leaders.
- Contribute positively to staff meetings, training and school development activities.

Professional Responsibilities:

- Promote and uphold the values and ethos of Tiger Primary School and Future Schools Trust.
- Maintain accurate records where required.
- Demonstrate flexibility by supporting different classes and year groups according to the needs of the school.
- Maintain confidentiality at all times.
- Participate in relevant professional development.
- Undertake any other reasonable duties commensurate with the grade of the post.

General Duties:

- To attend playground and lunchtime duty when required to do so.
- To contribute to extra-curricular activities.
- To be responsible for attending to children with minor injuries during playtimes.
- To carry out other duties as requested by the Head Teacher from time to time.
- To participate where possible in in-service training, including occasional staff meetings as and when appropriate.
- To assist with first aid and personal care needs of children.

Additional Information

- All staff are required to participate in training and other learning activities, some of which may be outside normal working hours.
- All staff participate in performance management and development as required by the school's policies and practice.
- The post holder is expected to accept any reasonable alterations in job role that may from time to time be necessary.
- The job holder will be managed by the Deputy Headteacher.
- An area of focus of the role is to support individual pupils who have SEN/AEN. Therefore, the job holder needs to be able to adapt their work to meet the specific needs of the pupils.
- Any other reasonable task as directed by the Headteacher.

Job Context

- You will be expected to work effectively in providing cover for classes from EYFS to Year 6.
- You will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- You will also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- You must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- You must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required

Person Specification

Essential

Qualifications and Training:

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Higher Level Teaching Assistant status or equivalent experience of leading whole-class learning.

Experience:

- Experience of working within a primary school.
- Experience of leading whole-class learning.
- Experience of working across a range of primary age groups.
- Experience of supporting pupils with varying learning needs.
- Experience of managing classroom behaviour effectively.

Skills and Knowledge:

- Strong understanding of the primary curriculum.
- Ability to confidently teach across EYFS, Key Stage 1 and Key Stage 2.
- Excellent behaviour management skills.
- Ability to adapt learning to meet the needs of all pupils.
- Ability to work independently and use initiative.
- Excellent communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Good organisational and time-management skills.
- Good ICT skills.

Personal Qualities:

- Positive, enthusiastic and motivated.
- Flexible and adaptable.
- Calm, patient and caring.
- Committed to ensuring every child achieves their potential.
- A positive role model for pupils.
- Reliable, professional and approachable.
- Committed to safeguarding and promoting the welfare of children.
- Committed to the values and ethos of Tiger Primary School and Future Schools Trust.

Desirable

Qualifications:

- HLTA qualification.

Experience:

- Experience of working across EYFS, Key Stage 1 and Key Stage 2.
- Experience of delivering intervention programmes.
- Experience of supporting pupils with SEND.

Skills and Knowledge:

- Knowledge of current primary assessment practices.
- Understanding of safeguarding, SEND and inclusion.
- Experience of using school information management systems.

Other:

- Willingness to contribute to the wider life of the school.
- Commitment to ongoing professional development.

Intimate Care:

The postholder will be required to provide intimate care, including toileting, washing, and changing, in line with individual care plans and the school's Intimate Care Policy.

Welcome from the Trust Lead

Samantha McMahon
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at <https://www.futureschoolstrust.com/vacancies/>.

Best wishes

Samantha McMahon

Application

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.futureschoolstrust.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave

For support staff annual leave starts at 28 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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