



The Clere School

HLTA

Support Staff Grade D

08:30am – 3:30pm

FTE Salary Range: £27,780 - £30,564

Actual Salary Range: £20,872 - £22,964

Based on 32.5hrs per week, term time only

We are seeking to appoint a talented, dedicated, enthusiastic and inspirational person to work under the guidance of the SENCO and class teachers to deliver teaching and learning opportunities that raise standards of achievement of the pupils in their group. Support towards a HLTA qualification can be provided.

The HLTA will do so by utilising advanced levels of knowledge and skills to plan for, monitor and assess pupils. They:

- Work with individuals, small groups, and sometimes whole classes.
- Cover lessons during teacher absence (short-term).
- Help raise pupil attainment and promote inclusion.

Teaching and Learning

- Provide learning activities for individuals and groups of pupils under the professional direction and supervision of the SENCO, differentiating and adapting learning programmes to suit the needs of allocated pupils.
- Assess, record and report on development, progress and attainment as agreed with the SENCO and class teacher.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the SENCO and the class teacher.
- Plan, deliver and evaluate specialist learning activities, writing reports and records as required.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Support pupils in social and emotional wellbeing across the school
- Establish and maintain relationships with families, carers and other adults, e.g. outside agencies where appropriate.
- Be involved in planning, organising and implementing individual development plans for pupils (such as individual educational plans) including attendance at, and contribution to Annual Reviews.
- Work with pupils not working to the normal timetable and deliver a range of interventions tailored to their needs
- To be familiar with the school ethos of Nurture and to be able to use de-escalation strategies effectively.

Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities
- Look to plan activities which close the gaps or extend/challenge pupils
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings, which are usually held outside school hours.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school
- Participate in staff meetings and training days/events as requested Behavioural and Pastoral
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Implement all school policies relating to behaviour and safeguarding
- Demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with.

Other

- Any other duties required by the SENCO, or the headteacher, which is within the scope of this post.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation

Essential:

- At least 5 GCSEs or equivalent which must include a least a C/4grade in Maths and English
- Meet the HLTA Professional standards
- Ability to plan, deliver, and assess learning activities.
- Experience as a Teaching Assistant and headteacher support for HLTA training
- Be dependable, able to follow instructions and respond to management direction
- Excellent communication with children and parents/carers

Desirable:

- Vocational training/qualification in the care, development and education of children.
- Strong communication and IT skills
- Successful experience of working within a Secondary school
- Previous experience of working with children in an educational setting
- Previous experience of SEND pupils

In return we offer:

- Support in working towards your HLTA qualification
- An idyllic rural setting, and a generous and well-maintained campus
- excellent purpose-built facilities
- outstanding professional development and expertise to enable staff to achieve excellence in their practice
- first-rate career development to assist you in fulfilling your ambition
- a unique small and friendly community school environment
- links with local secondary schools for sharing good practice and further professional development

Closing date: Noon, Tuesday 31st March 2026

Applications will be considered as they are received with interviews taking place as soon as possible. The Clere School reserve the right to close applications early should we find the right candidate.

Application forms are available on our website www.clere.school and should be returned electronically to recruitment@clere.school

The Clere School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Criminal Records Bureau checks, along with other relevant employment checks.

The Clere School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.