



Whitleigh Community Primary School

Higher Level Teaching Assistant (HLTA – Level 4) - 1 year fixed

Grade: Grade D

Contract: Fixed term in the first instance

Hours: 31.25 hours per week, 39 weeks per year (Term time)

Start time: 08:20

Salary: £26,824 – £29,540 FTE (Pro rata)

Start Date: September 2026

Are you an enthusiastic, skilled, and dedicated HLTA looking to make a real difference in children's lives? Whitleigh Community Primary School is seeking a compassionate and resourceful Higher Level Teaching Assistant to join our supportive team.

About the Role

As an HLTA (Grade D), you will work closely with teaching staff to support pupil learning, manage resources, and deliver engaging tailored work programmes for individuals and small groups.

Key Responsibilities:

- **Learning & Planning:** Assist class teachers with lesson planning, evaluating learning, and adapting resources to support pupil progress.
- **Specialist Support:** Implement Individual Education Plans (IEPs) using specialist curricular strategies.
- **Classroom Cover:** Cover whole classes occasionally during short-term teacher absences, keeping pupils focused, safe, and on task.
- **Pupil Wellbeing & Behaviour:** Promote positive behaviour, self-esteem, and independence. Provide first aid, lunch support, and personal/physical care as needed.
- **Assessment & Admin:** Mark work, update pupil records, and provide clear progress feedback to teachers and parents.

Qualifications & Knowledge:

- **HLTA Level 4** (or equivalent qualification/experience).
- Completion of the **DfES Teaching Assistant Induction Programme**.
- Strong **literacy and numeracy skills**.
- **First Aid** training.
- Training in relevant learning strategies or specific curriculum areas.

Skills & Attributes:

- Excellent written and oral communication skills for working with pupils, parents, and colleagues.
- Great problem-solving skills and the confidence to use initiative.
- Basic ICT and keyboard skills to support learning technology.
- A patient, resilient, and proactive approach to supporting diverse physical, educational, and emotional needs.

Key Recruitment Dates

- **Closing Date:** 24th August 2026
- **Interviews:** Week beginning 31st August 2026
- **Start Date:** September 2026

How to Apply

To request an application pack or find out more about joining Whitleigh Community Primary School, please visit the schools website. [Whitleigh Community Primary School - Staff vacancies](#)

Whitleigh Primary School is committed to safeguarding children. All appointments require pre-employment checks, including references and an enhanced DBS check.

Join us and make a lasting impact on our children's lives!