

Higher Level Teaching Assistant



Thornley Academy Recruitment Pack



wiseacademies.co.uk

Borodin Avenue, Sunderland, SR5 4NX



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Message from the CEO

Dear Candidate,

Thank you for your interest in joining WISE Academies. We are a proud and well-respected multi-academy trust rooted in North East England and spread across five Local Authority areas.

The journey of our Trust has been one of growth, achievement and resilience. WISE Academies has a proud track record of school improvement. We have transformed some of the most challenging schools in the country, who serve highly deprived communities, into strong, flourishing schools. These achievements have been recognised nationally which has established our Trust as a trusted, respected organisation.

Our mission is simple yet ambitious: to Inspire Success and Excellence in every child. We help build a solid foundation for lifelong growth and instil in each student the belief that they can achieve any goal they set their mind to. Pupils always come first at WISE Academies, and we are committed to building a legacy of high-performing academies that equip every child to confidently take on the challenges of the wider world.

We are more than just a group of schools; we are a family. At WISE, we believe that our Trust is built not just on shared goals, but on the trusting relationships that unite our staff, pupils, parents, governors, and communities. Our team—the WISE Workforce—is at the heart of our success, and we are committed to attracting and supporting dedicated professionals. We invest in meaningful professional development, identify and celebrate talent, and harness the unique strengths of each team member to propel our Trust forward.

As we continue to grow and look to the future, we are never complacent. Our drive to succeed is relentless, and we are committed to providing every staff member with the resources and support needed to thrive in their roles. At WISE Academies, teachers, leaders, and support staff work hand-in-hand to share best practices and drive exceptional teaching and learning. If you are inspired by the opportunity to make a lasting impact and align with our vision of excellence, we would be thrilled to welcome you to our team.

Warm regards,

Zoe Carr OBE
CEO
WISE Academies





Our Values and Mission

Our values matter to all of us. They underpin the way we work together to provide an excellent education for our pupils. Our values represent the culture we aspire to every day, guiding our judgments, building trust, and helping us to always be 'our best'.



Integrity

We always do what's right and adhere to our moral and ethical principles whilst working honestly with one another.



Partnership

We put everything we have into everything we do and work as one team for the benefit of the communities we serve.



Accountability

We take ownership and responsibility for our work, decisions and actions.



Trust

We are open, transparent and reliable, continuously learning, doing our best to consistently deliver an excellent education for our pupils.

Our Schools

As a family of schools, our vision is simple: We shape children's futures through providing an excellent education. Our schools exist and work hard to inspire each pupil to believe in themselves so they experience great success through our commitment to excellence across their educational journey.

Our schools are located across Newcastle, Northumberland, Sunderland, Durham and South Tyneside. We support our schools as individual schools, as well as providing opportunities for schools to come together and learn from other schools within the Trust.

Sixteen Academies across the North East

Bexhill Academy, Sunderland
Town End Academy, Sunderland
North View Academy, Sunderland
Hasting Hill Academy, Sunderland
Ashley Academy, South Tyneside
Prudhoe West Academy, Prudhoe
Adderlane Academy, Prudhoe
Haltwhistle Academy, Haltwhistle
Shaftoe Trust Academy, Haydon Bridge
Welbeck Academy, Newcastle upon Tyne
Morpeth Road Academy, Blyth
Malvin's Close Academy, Blyth
Croftway Academy, Blyth
Esh Winning Academy, Durham
Thornley Academy, Durham
St Andrews Academy, Durham



Job Advertisement

Job Details	
Position	Higher Lever Teaching Assistant – Permanent
Location	WISE Academies Thornley Academy, Cooper's Terrace, Thornley, Durham, DH6 3DZ
Salary	SCP 12 - 17: £24,489 - £26,565 per annum (£28,598 - £31,022 pro rata)
Hours	37 hours per week, Term Time plus 5 DAYS (39 weeks)
Vacancy reference	TH/ 285350 - Please quote this vacancy number when referring to the job

We are seeking to appoint a highly motivated Higher Level Teaching Assistant to join our enthusiastic team of professionals. This post is on a **permanent** contract.

The successful candidate will provide essential support to teachers by taking on a greater level of responsibility than their current standard teaching assistant role. HLTAs work under the guidance of teachers to plan, deliver, and assess learning activities, sometimes leading classes independently or covering planned absences. They play a crucial role in enhancing the learning experience for students and supporting the smooth running of the classroom.

At Thornley Academy we believe that every child is truly unique and we are here to help each and every child become the best version of themselves. Inclusion is key and every person is warmly welcomed, supported and celebrated at our school. All staff genuinely put each child first and foremost and explore ways to enable each child's needs to be met. We are passionate about learning and strive to ensure a love of learning in an engaging, enjoyable and inspiring atmosphere. We have high expectations of exemplary behaviour and courtesy.

The successful candidate will:

- Assist the teacher in raising attainment by ensuring all pupils have equal opportunity to fulfil their full potential.
- Cover for planned planning, preparation and assessment (PPA) time as directed.
- Establish constructive working relationships with pupils, setting high expectations and acting as a positive role model.
- Provide learning support for pupils, to help them learn effectively as individuals, in groups, or in whole-class situations.
- Selecting and preparing the resources necessary to lead learning activities.
- Giving pupils feedback on their progress and achievement.

We can offer you:

- The opportunity to be part of a dynamic and passionate team, in the Academy and as part of WISE Trust.
- Exceptionally enthusiastic children and families who love WISE Academy.
- Competitive Salary.
- Local Government Pension Scheme.
- 25 days annual leave rising to 28 after 5 years.
- Excellent wellbeing package including GP appointments, physiotherapy, counselling and support networks.
- Excellent training and peer support.
- A creative environment that supports and enhances our vision and inclusive ethos.
- An attractive and well-resourced school in the heart of its community.
- A commitment to managing staff workload and well-being at all times.

- Ongoing commitment to your professional development.

WISE Academies set high expectations for staff and students in order to meet our mission and raise standards. The mission of WISE Academies is to provide a high quality educational community, which offers life-changing opportunities in a safe, creative and exciting environment.

WISE Academies safeguards and protects its students and staff by being committed to respond in accordance with Local Safeguarding Board Procedures.

The Trust is committed to safer recruitment and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to an Enhanced Disclosure Barring Service clearance. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.

The Trust is an equal opportunity employer and encourages applications from as diverse a group as possible.

Wise Academies will also consider carrying out an online search for all candidates to help identify any potential issues that are publicly available online.

Applicants must have authorisation to work in the UK.

You can apply online through the North East Jobs Website, go to WISE Academies Jobs and click Apply for Higher Level Teaching Assistant - Permanent - Thornley Academy

For further details, please see the supporting documents section of this advert. For any queries, please contact WISE Recruitment Team by telephone 0191 7070125 [option 5] or e-mail recruitment@wiseacademies.co.uk

Please quote the vacancy reference when requesting additional information.

Closing Date: 12 noon on Tuesday 23rd September 2025

Shortlisting: TBC

Interviews: TBC



Job Description: Higher Level Teaching Assistant

Guidance Notes

WISE Academies is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Details	
Salary	SCP 12-17
Reporting to	Headteacher
Job purpose	To support teaching staff in the development and education of children including the provision of specialist skills and knowledge at an advanced level across a range of disciplines.

Duties and Responsibilities	Support for the Pupil: 1. Assessing the needs of pupils and using detailed knowledge and specialist skills to support pupils learning. 2. Developing and implementing Individual Education Plans. 3. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations. 4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children. 5. Encourage children to play and interact with one another. 6. Supporting pupils constantly whilst recognising and responding to their individual needs. 7. To have challenging expectations that encourages children to act independently and build self-esteem. 8. Providing feedback to pupils in relation to progress and achievement.
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Support for the Team	1. Organising and managing appropriate learning environments and resources for learning. 2. Within an agreed system of supervision, planning, challenging teaching and learning objectives. As well as evaluating and adjusting learning plans as appropriate. 3. Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against agreed,
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	4. Pre-determined, learning objectives. 5. Providing the teacher with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence. 6. Undertaking the maintenance of pupils' records and accurately recording achievement. 7. Supporting the teacher in the management of pupil behaviour. 8. Establishing constructive relationships with parents and carers and participating in feedback sessions as directed. 9. Administering and marking tests and invigilate exams. 10. Undertaking the marking of pupils' work. 11. Producing lesson plans, worksheets etc. 12. In an emergency, on a short-term basis, supervising the class until the teacher returns or alternative arrangements are made. A HLTA can be expected to take up to 60% whole class specified work sessions. Specified work includes planning, delivery and assessment of a lesson. To provide PPA cover as/when required. 13. Delivering learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs. 14. Delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills. 15. Supporting the use of ICT in learning and developing pupils' competence and independence in its use. 16. Helping pupils access learning activities through specialist support. 17. Advising on appropriate deployment and use of specialist equipment or resources.
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Support for the Academy	1. Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with the pupil. 2. Liaising with educational and health specialists, and outside agencies as required. 3. Assisting the academy in promoting, developing and enhancing its strategies and objectives. 4. Contributing to the academy's self-evaluation processes. 5. Being aware of the Academy's policies and procedures. 6. Being aware of confidential issues to home/pupil/teacher/school work and to keep confidence as appropriate. 7. Working to promote the ethos and vision of the school.
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	8. Participating in training and development, and activities that contribute to the management of performance. 9. Assisting with the management of pupils outside the classroom e.g., lunch times and outside the school, for example school trips as directed by the class teacher and member of the school's management. 10. Attending and participating in regular meetings. 11. Taking the initiative, as appropriate, in developing multi agency contacts to support the learning and development of children.
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Professional Values and Practices	1. Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. 2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners. 3. In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. 4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. 5. Reflecting upon and seeking to improve personal practice. 6. Working within the academy's policies and procedures and being aware of legislation relevant to your own personal role and responsibility in the academy. 7. Recognising equal opportunities issues as they arise and responding effectively, following the academy's policies and procedures. 8. Building and maintaining successful relationships with pupils, parents/carers and staff. 9. Assist in planning the curriculum. 10. To inform the Designated person (Child Protection) of any concerns.
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Other Responsibilities	1. To safeguard and actively promote the welfare of children. 2. To carry out duties in accordance with full regard to the Trust policies and procedures. 3. Attend meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies. 4. Being an effective role model for the standards of behaviour expected of pupils.
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	5. The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act and Freedom of Information Act. 6. The post-holder must comply with the Trust Health and Safety policies and procedures. 7. The post-holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities. 8. The post-holder will comply with the Trust's policies on equality in all areas of activity.
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Generic Duties relevant to all members of Staff	1. Working with colleagues and other relevant professionals • Communicate effectively with other staff members, and any key stakeholders • Collaborate and work with colleagues and other relevant professionals within and beyond the Trust • Develop effective professional relationships with colleagues 2. Professional development • Keep personal knowledge and understanding relevant and up-to-date by reflecting on personal practice, liaising with the line manager 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 Trust • Take part in the Trusts appraisal and performance management procedures 3. Personal and professional conduct • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school • Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community • Respect individual differences and cultural diversity 4. The Trust The Mission Statement of our Trust is WE are a family of schools who exist to INSPIRE each pupil to believe in themselves so they experience great SUCCESS through our commitment to EXCELLENCE. Our philosophy is one of boundless aspiration...the sky is the limit. All staff are expected to be committed to this statement in everything they do
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It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and values

All staff should act with professional integrity at all times, following the "Code of Conduct"

Your base location will be identified in your offer of employment. However, you may be asked to work at any of the other Schools within the Trust and you should expect to travel between sites as required.

5. Teaching and Learning

This is our core principle and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core principle. This may mean undertaking tasks outside of your area of responsibility where required.

6. Collective Responsibility

At WISE Academies we are one team who, together, all commit to achieving our mission. All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders. As a WISE Team we always act with **Honesty, Integrity** and **Fairness** in everything we do.

7. ICT

- All staff will be expected to utilise ICT and to improve communication and reduce paper use
- Security procedures must be followed when using ICT systems
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

8. Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

9. Safeguarding

- WISE Academies is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by WISE Academies Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

	10. Data Protection • WISE Academies takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.
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This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification: Higher Level Teaching Assistant

CRITERIA	QUALITIES
Qualifications and training	Minimum requirements are grade 4 (C) in Maths and English GCSE and a level 3 Teaching Assistant Qualification and or Higher-Level Teaching Assistant Qualification (or willingness to work towards)
Experience	- Working with primary and or early years children - Meet the National Standards for HLTAs https://hlta.org.uk/hlta-standards/ - Ideally hold a paediatric or first aid at work certificate - Participated in CPD related to various national strategies e.g., literacy and numeracy - Effective ICT skills and 3 years' experience of using ICT in a learning environment
Knowledge	- Knowledge and understanding of the curriculum, age range, learning styles or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils - To have due regard for equal opportunities, confidentiality, child protection procedures and Health & Safety issues - Ensure that pupil's safety is a priority at all times - Have due regard to confidentiality, child protection procedures, Health and Safety, other statutory requirements and the policies of WISE Academies - An awareness of statutory requirements and national teaching strategies - Planning effective actions for pupils at risk of underachieving
Skills and Competences	- Ability to use other types of learning technology: - Email - Cloud Storage - Understanding Google Workspace - Microsoft Word - Microsoft Excel - Microsoft PowerPoint - Integration of Applications - Understanding of codes of practice and recent relevant education research - Good understanding of the principles of child development and the learning process - Can work as a member of a team, understanding their role in the classroom and associated responsibilities - Good knowledge of specific aspects of the curriculum - Excellent numeracy and literacy skills - Basic administration skills - Act with honesty and integrity
Personal Qualities	Communication: The ability to communicate clearly and concisely, and to listen carefully to students Organisation: The ability to manage time effectively, keep track of students' progress, and maintain a tidy workspace Patience and empathy: The ability to build positive relationships with students and encourage them in their learning

	• Adaptability: The ability to remain calm under pressure and adapt to change quickly • Knowledge and understanding: The ability to understand how to effectively complete their role, including understanding curriculum frameworks and how to use ICT support • Professionalism: The ability to work well under pressure and demonstrate maturity • Positive working relationships: The ability to form effective professional relationships with peers and children • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times
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Notes

This job description may be amended at any time in consultation with the postholder.

This role requires travel to a range of academies throughout the North East of England so the successful candidate must be able to drive and have their own vehicle to use for business purposes.

Employee Benefits



Access to teachers pension for teaching staff



Access to the Local Government pension for support staff



Generous annual leave, starting at 25 days and increasing to 28 days after 5 years



Flexible work arrangements, appropriate to the role



Employee assistance programme to help with mental health issues or other personal problems



Termly staff recognition awards in every school



Professional development opportunities for all staff: career pathways and professional growth



Wellbeing at the forefront: wellbeing charter, mental health first aiders and carers leave



Access to Blue Light discount

Staff Testimonials

We are proud to provide opportunities of growth and progression for our staff. We have a committed People team that ensures every employee has opportunities to thrive. We have employee engagement forums and staff recognition systems in place to make sure all members of staff are heard and know they are valued.



Katrina DiGirolami

Trust Early Years Lead

" WISE Academies has been extremely supportive of my career progression in several ways including professional development opportunities to help me to develop my skills and knowledge further. Learning and development is encouraged, prioritised and celebrated across WISE. "



Karina Quinn

Class Teacher Malvins Academy

" I started my journey as a Teaching Assistant with a qualified teacher status with the aim to teach. From the start, I have been mentored by experienced staff, signed up for training to further improve my practice and given opportunities to both tutor small groups and teach in class across the school and I now continue to be supported as I start my role as Class Teacher. "



Lindsay Watson

Trust Business and Projects Officer

" Having worked as a primary school teacher for 10 years, when I made the decision to change my career path and move to an administrative role, I wanted the opportunity to continue working within primary education. WISE Academies has allowed me to progress my career in such a role, drawing upon my teaching experience and utilising existing skills whilst also developing new skills and knowledge as part of the MAT's central team as a Business and Project Officer. "

Staff Satisfaction

