Gillas Lane Primary Academy

Candidate Information Pack

Nursery Lead - Higher Level Teaching Assistant

Main School

gillas.lane@aimhigh.co.uk
0191 500 5956
www. gillaslaneprimaryschool.co.uk

GILLAS LANE PRIMARY ACADEMY

As anyone who visits will tell you, there is something very special about our wonderful little school.

We are an oasis in the centre of our community; a dynamic blend of high expectations with a warm, family feel.

We know that our children may have barriers to learning but we never use these as an excuse – instead, we look for creative ways to overcome them.



Gillas Lane children never give up because they are resilient – you will hear this mantra from staff and children and see it in action everyday, as our Gillas Gang strive to ensure we all become the very best version of ourselves that we can be.



Team Gillas is exactly that – a team.

Every child and adult is valued and treated with respect; we know that everyone has an important part to play in the success of our school.



GILLAS LANE PRIMARY ACADEMY

NURSERY



Our Early Years Unit brings together Nursery and Reception in a warm, calm and truly 'home from home' environment where children aged 3–5 can thrive. We know our children and their families well. This guides us in identifying our priorities. Communication and language sit at the heart of our practice, supported by our ELKLAN accreditation as a Communication Friendly Setting and our use of both whole-class and small-group NELI.

The environment is carefully designed as a 'third teacher', with ever-changing areas that grow with children's interests, needs and seasonal themes. Across indoor and outdoor spaces, children encounter inspiring, open-ended invitations to play, explore and problem-solve, supported by skilled staff who model high-quality interactions.

Our bespoke, skills-based curriculum is intentionally written for our Gillas children, shaped by the school's drivers of Rich Vocabulary, Raising Aspirations and Mental Health & Wellbeing. Staff plan with a clear sense of 'why this, why now', ensuring learning is meaningful, purposeful and rooted in what children need to flourish. Approaches such as Plan–Do–Review, Drawing Club, Read Write Inc phonics and explicit early writing routines help children develop confidence, independence and a strong sense of themselves as learners.



Strong relationships with families are central to our ethos, with Stay and Play sessions, Book Looks, workshops and daily communication through Class Dojo ensuring parents and carers feel connected and supported. Our Early Years really is the beginning of a very important journey at Gillas Lane, and the care we invest in getting it right shines through every aspect of our provision. From September 2026, we increased our offer from 15 to 30 hours. We hope that expanding our offer will encourage more families to register their children with us at Gillas Lane. We have recently moved our Early Years Unit into the main school. A new provision and a brand new, landscaped outdoor area are underway - this is a very exciting time to be joining us in Early Years!

https://gillaslaneprimaryacademyandnursery.schooljotter3.com/eyfs

Job Advert

Higher Level Teaching Assistant Nursery Lead – Gillas Lane Primary Academy

Hours: 37 hours per week
Contract: Permanent, Full-Time
Grade: Grade 4 SCP 12 with a HLTA accreditation (or equivalent)
Start Date: January 2027

Closing date: 24.11.26.
Shortlisting: 25.11.26.
Interviews: w/b 30.11.26.

We are seeking a HLTA Nursery Lead at Gillas Lane Primary Academy to lead on our 15 and 30 hour Nursery places. Our Nursery Lead will help create a calm, nurturing 'home from home' environment where our youngest children feel safe, confident and ready to explore.

You will support high-quality continuous provision, model purposeful interactions and contribute to ever-changing learning areas that reflect children's interests and needs. Building strong relationships with families is central to the role, and you will play an active part in Stay and Play sessions and daily communication through Class Dojo, ensuring every child begins their Gillas Lane journey with curiosity, confidence and a strong foundation for learning.

About the Role

As the HLTA Nursery Lead within our Early Years unit, you will play a key role in creating a high-quality, inclusive and emotionally supportive provision for our youngest children. Working closely with the Early Years Lead, class teacher, senior leaders, external professionals and families, you will help ensure that every child receives the personalised support they need to thrive. Central to your role will be modelling positive relationships, providing consistent, nurturing support and leading the implementation of routines, strategies and high-quality interactions that help children feel safe, regulated and ready to learn.

We are looking for someone who can:

- Lead the creation of a high-quality, inclusive and emotionally supportive Nursery provision where all children feel safe, valued and ready to learn
- Work closely with the Early Years Lead, class teacher, senior leaders and the wider EYFS team to ensure children receive personalised, developmentally appropriate support
- Build warm, trusting relationships with children using relational, nurturing and developmentally informed approaches
- Model calm, consistent and emotionally available behaviour throughout the day, setting the tone for high-quality interactions
- Support children to regulate using agreed strategies, predictable routines and personalised approaches Implement visual supports, structured routines and smooth transitions to promote a strong sense of safety and belonging
- Take responsibility for the planning and delivery of Small Group Time for our Nursery children, ensuring high-quality learning experiences are at the heart of your practice
- Lead and deliver targeted small-group sessions and 1:1 support where appropriate, ensuring children make strong progress
- Work collaboratively with external professionals and families to support a holistic approach to children's development and wellbeing
- Observe children's learning, engagement and emotional wellbeing, feeding back to teachers and contributing to assessment and planning

In return, we offer:

- A warm, collaborative Early Years team where your ideas, expertise and wellbeing are valued
- The opportunity to shape and lead high-quality Nursery provision within our thriving EYFS unit
- A leadership team who champion creativity, initiative and evidence-informed Early Years practice
- Children who are joyful, curious and rewarding to work with every single day
- Access to high-quality professional development, including EYFS-specific training

Prospective candidates are encouraged to make an appointment to visit our school and chat with the Headteacher.

0191 5005 956 **kay.straughan@aimhigh.co.uk**

Aim High Academy Trust

Job Description – Higher Level Teaching Assistant Nursery Lead

Post title: Higher Level Teaching Assistant Nursery Lead

Line manager/s: EYFS Lead, The Assistant Headteacher, Headteacher

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Main purpose of the job

To work as part of the Early Years team to lead and support the learning, development and wellbeing of children within the Nursery. The postholder will help create a safe, nurturing and engaging 'home from home' environment where children feel secure, valued and ready to explore. Working under the direction of the Early Years Lead and class teacher, the HLTA Nursery Lead will contribute to high-quality, child-centred provision that promotes communication, independence, curiosity and strong foundations for future learning.

Duties and responsibilities

- Support the day-to-day organisation of the Nursery, ensuring a calm, nurturing and engaging environment that reflects children's needs and interests
- Lead on the planning, delivery and evaluation of the Nursery curriculum
- Work with pupils and their families
- Work collaboratively as part of the Early Years team

Supporting the day to day organisation of the Nursery environment

- Oversee daily setup and reset so learning areas stay calm, organised and inviting
- Keep continuous provision well-resourced, purposeful and responsive to children's needs and interests
- Maintain a nurturing atmosphere through warm interactions and smooth, predictable routines
- Monitor and adapt the environment to support engagement, independence and high-quality play

Leading on the planning, delivery and evaluation of the Nursery curriculum

- Lead on the planning of the Nursery curriculum based on children's needs and interests
- Lead high-quality learning experiences, including adult-led, small-group and continuous provision
- Work with the EY Lead and class teacher to review provision using observations and assessments
- Adapt activities, resources and environments so all children can access learning and make progress

Working with pupils and their families

- Build warm, trusting relationships that support children's confidence, independence and wellbeing
- Communicate clearly with parents and carers about children's progress, routines and daily experiences
- Welcome families into the setting through Stay and Play and daily interactions
- Work in partnership with families to understand children's needs, interests and home experiences

Working collaboratively as part of the Early Years team

- Work closely with the Early Years team to ensure consistent routines and high-quality practice
- Share observations and information to support planning and responsive provision
- Contribute actively to team discussions, reflections and planning meetings
- Model positive teamwork, clear communication and a flexible, professional approach

Wider Professional Responsibilities

- Follow safeguarding procedures and school policies
- Maintain confidentiality and professional boundaries
- Support whole-school duties, routines and events
- Contribute to the wider life and ethos of Gillas Lane
- Engage in ongoing professional development and reflective practice
- Proactively develop knowledge of EYFS, child development and inclusive practice
- Support record-keeping, observations and assessment tasks
- Help maintain the learning environment, including displays and resources
- Supervise children during transitions and lunchtimes
- Support attendance routines and daily organisation in the Nursery

Note This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Safeguarding Policy and all other policies adopted by the Academy.

The work of schools/academies changes and develops continuously which in turn requires staff to adapt and adjust. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.

Whilst the main duties and responsibilities of the post are set out above, each individual task to be undertaken has not been identified. Teaching Assistants will be expected to comply with any reasonable request from their line manager to undertake work related to teaching and learning that is not specified within this job description and which is commensurate with the level of the post.

Person Specification
Gillas Lane Primary Academy
Person Specification: Higher Level Teaching Assistant Nursery Lead

Category	Essential Criteria	Desirable Criteria	Assessment Method
Qualifications	• The Higher Level Teaching Assistant should: • Have HLTA status • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]	In addition, the Higher Level Teaching Assistant might have: • Other relevant qualifications	Application
Experience	The Higher Level Teaching Assistant should have experience of: • Working with EYFS, KS1 & KS2 pupils recently in school for a minimum of 2 years, • Working with children who have special educational needs • Working with children who have challenging behaviour • Teaching individuals, groups and whole classes	In addition, the Higher Level Teaching Assistant might have experience of: • Leading and managing other support staff	Application References Interview

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Category	Essential Criteria	Desirable Criteria	Assessment Method
Knowledge and Understanding	• The Higher Level Teaching Assistant should have knowledge and understanding of: • HLTA Standards 8 to 16 • Relevant policies, codes of practice and legislation including safeguarding • EYFS Framework / National Curriculum	In addition, the Higher Level Teaching Assistant might have experience of: • Multi agency working • First Aid	Application Interview
Skills	The Higher Level Teaching Assistant will: • Have effective oral and written communication skills • Form effective professional relationships including team working • Have good organisational and time management • skills • Have sound ICT skills • Be able to demonstrate the HLTA standards 17 to 33 • Be able to plan effective activities for pupils at risk of underachieving; • Develop their knowledge through the evaluation of their own learning needs; • Be able to work independently; • Remain calm under pressure and be able to adapt to change quickly	The Higher Level Teaching Assistant might also be able to: • Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills	Application Interview Lesson Observation

Person Specification
Gillas Lane Primary Academy
Person Specification: Higher Level Teaching Assistant Nursery Lead

Category	Essential Criteria	Desirable Criteria	Assessment Method
Other	The Higher Level Teaching Assistant will be able to: • Attend school training sessions • Have empathy with those facing barriers to their learning • An understanding of, and a genuine commitment to, Inclusion • Be confident and competent in working towards and achieving sports awards / accreditations		Application Interview References

Selection Process: Higher Level Teaching Assistant Nursery Lead

Our aim is to appoint an exceptional Higher Level Teaching Assistant Nursery Lead who will play a vital role in supporting the success of new 30 hour Nursery offer at Gillas Lane Primary Academy. We are committed to ensuring that every stage of the recruitment process is fair, transparent and aligned with safer recruitment practices, and that candidates have the opportunity to demonstrate their suitability for working within an Early Years setting.

Visits to School

We warmly welcome prospective candidates to visit Gillas Lane Primary Academy. Visits proulde an opportunity to experience our nurturing ethos, high expectations and relational approach first-hand. Visits can be arranged through the Headteacher.

Applications

Applicants should complete all sections of the application form fully, including explanations for any gaps in employment. CVs are not accepted. Your application must clearly demonstrate how your experience, skills and professional values meet the Higher Level Teaching Assistant Nursery Lead person specification. Completed applications should be submitted by the stated closing date.

Application forms can be found on the Aim High website: https://www.aimhigh.co.uk/vacancies

Shortlisting

All applications are assessed objectively against the published person specification. Shortlisting is undertaken by a panel of senior leaders with expertise in Early Years and teaching and learning. Candidates who most closely meet the criteria will be invited to interview and notified by email. A declaration of interest form will be sent with the invitation and must be returned in advance of the interview.

References

References are requested for all shortlisted candidates at the point of invitation to interview. Your first referee must be your current or most recent employer. References are used to verify the accuracy of information provided and to ensure suitability for working with children, including those with complex needs.

Interview Process

The interview process will include a range of tasks designed to assess your understanding of high-quality Early Years practice and your ability to model nurturing, child-centred interactions that support learning, communication and wellbeing. Tasks will include:

- A short teaching activity with a small group of Early Years children
- A formal panel interview

Candidates must bring proof of identity, qualifications and eligibility to work in the UK.

Final Selection

Following all assessment activities and the formal interview, the panel will evaluate each candidate against the person specification. The successful candidate will be contacted by telephone, and brief feedback will be offered to all interviewed applicants.

Offer of Employment A conditional offer will be made subject to:

- Satisfactory references
- An enhanced DBS check
- Verification of qualifications and employment history
- Any additional safer recruitment checks required

The offer will be confirmed in writing once all checks are completed.