Gillas Lane Primary Academy

Candidate Information Pack

Mixed Role: Teaching Assistant / 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



At Gillas Lane Primary Academy, everything we do is built around creating a safe, nurturing and welcoming environment where every child feels valued. We believe that all children deserve to succeed and are supported to grow both academically and personally. Our school is a place where children feel cared for, understood and encouraged to be their very best.

Relationships are at the heart of our school. We take time to really get to know our children and families, building strong, trusting partnerships that help everyone feel part of the Gillas Lane family. We work closely with parents and carers, knowing that when we work together, children thrive.

Inclusion is a key part of who we are. We are proud to be a school where every child belongs and where differences are understood, respected and celebrated. We carefully support children to overcome any challenges they may face, making sure everyone has the opportunity to succeed and feel proud of themselves.



We are incredibly proud of our strong sense of community. Through "Team Gillas", children develop a real feeling of belonging and pride in their school. We encourage them to be resilient, to keep going when things feel difficult, and to believe that they can achieve great things.

Gillas Lane is more than just a school – it is a community that looks after one another. We are committed to supporting families as well as children, building strong links within the local area and ensuring that everyone feels welcomed and supported. Together, we create a caring, positive environment where every child can flourish.

Job Advert

Mixed Teaching Assistant and Higher Level Teaching Assistant Role – Gillas Lane Primary Academy

Hours: 36 hours per week
Grade: Level 2 or 3 with a HLTA accreditation (or equivalent)
Contract: Full-Time, permanent
Start Date: January 2027

We are seeking to appoint a dedicated and nurturing Teaching Assistant/HLTA to join our team at Gillas Lane Primary Academy. This mixed role (12 hours HLTA and 24 hours TA) will play a key part in supporting high-quality teaching and learning across school, working closely with staff to ensure all children feel safe, confident and ready to succeed.

You will support high-quality teaching and learning across the school, working closely with class teachers and leading small pastoral groups to help children feel safe, supported and ready to learn. You will also take responsibility for some teaching of whole classes to cover PPA, creating a calm, purposeful environment where all children can succeed and engage confidently in their learning.

About the Role

As a Teaching Assistant/HLTA within our main school, you will play an important role in supporting a high-quality, inclusive and nurturing learning environment for all pupils.

Central to your role will be building positive, trusting relationships with children, providing consistent support and leading small pastoral groups where needed. You will also plan and deliver engaging teaching when covering PPA, creating a calm and purposeful classroom environment that supports all children to succeed.

We are looking for someone who can:

- Support the delivery of a high-quality, inclusive and emotionally supportive learning environment across Key Stage 1 and Key Stage 2, where all children feel safe, valued and ready to learn
- Work closely with class teachers, Senior Leaders and the wider team to ensure children receive personalised support that meets their academic, social and emotional needs
- Build warm, trusting relationships with pupils using relational, nurturing and developmentally informed approaches
- Model calm, consistent and emotionally available behaviour, helping to create a positive and purposeful learning environment
- Support children to regulate using agreed strategies, predictable routines and individualised approaches
- Contribute to well-structured classroom environments, including the use of visual supports and clear routines, to promote a strong sense of safety and belonging
- Lead and deliver targeted small-group interventions, pastoral groups and 1:1 support to help pupils make strong progress
- Plan and deliver high-quality lessons when covering PPA, ensuring learning is engaging, well-structured and inclusive for all learners
- Work collaboratively with external professionals and families where appropriate, supporting a holistic approach to pupil wellbeing and development
- Observe pupils' learning, engagement and emotional wellbeing, providing feedback to teachers and contributing to assessment and next steps

In return, we offer:

- A warm, supportive team where your ideas, experience and wellbeing are genuinely valued
- The opportunity to work across Early Years, Key Stage 1 and Key Stage 2, supporting children's learning, development and wellbeing
- A leadership team that encourages creativity, initiative and reflective, evidence-informed practice
- Children who are friendly, resilient and a joy to work with each day
- Access to high-quality professional development, supporting both your HLTA and TA practice

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 – Mixed Teaching Assistant / Higher Level Teaching Assistant

Post title: Teaching Assistant / HLTA
Line manager/s: The Assistant Headteacher, Headteacher

Main purpose of the job

To work as part of the school team to support the learning, development and wellbeing of pupils across Early Years, Key Stage 1 and Key Stage 2. The postholder will help create a safe, nurturing and engaging environment where children feel secure, valued and ready to learn. Working under the direction of Class Teachers and Senior Leaders, the Teaching Assistant/HLTA will contribute to high-quality, inclusive provision, supporting pupils to develop confidence, independence, positive relationships and strong foundations for future learning.

Duties and responsibilities

- Support the day-to-day organisation of classrooms across Key Stage 1 and Key Stage 2, helping to create a calm, nurturing and engaging environment that meets pupils' needs and supports their learning
- Contribute to the planning, delivery and evaluation of learning alongside class teachers, ensuring high-quality provision for all pupils
- Work closely with pupils and their families, building positive relationships that support learning, wellbeing and engagement
- Work collaboratively as part of the wider school team, sharing ideas and supporting a consistent, inclusive approach across the school

Supporting the day-to-day organisation of classrooms

- Support the smooth day-to-day running of classrooms across Key Stage 1 and Key Stage 2
- Help ensure learning environments remain calm, organised and welcoming for all pupils
- Maintain well-prepared and purposeful resources that support a range of learning needs
- Contribute to a nurturing atmosphere through positive interactions and consistent, predictable routines
- Support the organisation of classrooms to promote engagement, independence and a strong sense of belonging

Supporting the planning, delivery and evaluation of learning

- Work alongside class teachers to support the planning and delivery of high-quality learning experiences
- Deliver engaging teaching during PPA cover, ensuring lessons are inclusive and well-structured
- Lead small-group interventions and 1:1 support to help pupils make strong progress
- Contribute to reviewing learning through observations, feedback and assessment
- Adapt activities and resources to ensure all pupils can access learning successfully

Working with pupils and their families

- Build warm, trusting relationships that support pupils' confidence, independence and wellbeing
- Communicate positively with parents and carers, sharing key information about learning and progress where appropriate
- Contribute to a welcoming, open culture where families feel valued and supported
- Work in partnership with families to understand pupils' needs and support their development

Working collaboratively as part of the school team

- Work closely with colleagues to ensure consistent routines and high-quality practice
- Share observations and insights to support responsive teaching and provision
- Engage in professional dialogue, reflection and team development
- Model strong teamwork, clear communication and a flexible, professional approach across the school

Wider Professional Responsibilities

- Follow safeguarding procedures and school policies at all times
- Maintain confidentiality and uphold clear professional boundaries
- Support whole-school duties, routines and events, including transitions and lunchtimes
- Contribute positively to the wider life and ethos of Gillas Lane
- Engage in ongoing professional development and reflective practice to strengthen your TA and HLTA role
- Develop knowledge of child development, inclusive practice and effective classroom support strategies
- Support record-keeping, observations and assessment activities as directed by class teachers
- Help maintain high-quality learning environments, including displays and resources
- Support pupils throughout the school day, including during less structured times
- Contribute to daily organisation and classroom routines, ensuring a smooth and purposeful school day for pupils

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.

CLOSING DATE: Monday 30th November at 1pm

SHORTLISTING: Monday 30th November

INTERVIEWS & OBSERVATIONS: Week beginning 07.12.26.

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: Teaching Assistant / HLTA

Category	Essential Criteria	Desirable Criteria	Assessment Method
Qualifications	• Have HLTA status (or equivalent) • Have relevant NCFE CACHE Level 2 or equivalent qualification • Be able to demonstrate levels of numeracy and literacy to GSCE [A-C]		Application
Experience	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	May have experience of leading and managing other support staff	Application References
Knowledge and Understanding	Knowledge and understanding of: • HLTA Standards 8 to 16 • Relevant policies, codes of practice and legislation including safeguarding • EYFS Framework / National Curriculum	Experience of: • Multi agency working • First Aid	Application References Interview

Person Specification
Gillas Lane Primary Academy
Person Specification: Teaching Assistant / HLTA

Category	Essential Criteria	Desirable Criteria	Assessment Method
Skills	• 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	• Use coaching and mentoring skills with adults and pupils • Demonstrate leadership and line management skills	Application References Interview
Other	• Attend school training sessions • Have empathy with those facing barriers to their learning • An understanding of, and a genuine commitment to, inclusion		Application References

Selection Process: Teaching Assistant / Higher Level Teaching Assistant

Our aim is to appoint an exceptional Teaching Assistant / Higher Level Teaching Assistant who will play a vital role in supporting teaching, learning and pastoral provision across Key Stage 1 and Key Stage 2 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 with children in a primary school setting.

Visits to School

We warmly welcome prospective candidates to visit Gillas Lane Primary Academy. Visits provide 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 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. 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 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 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.