



Advert

Role	Higher Level Teaching Assistant (HLTA)
School	Weston Secondary School
Hours	37 hours a week TTO (39 weeks)
Salary	Grade 7 (£32,061-£36,361 FTE) (Actual Salary £27,560 - £31,256 dependent on experience)
Closing date	6 th October 2025
Interview date	9 th October 2025
Start date	As soon as possible

An exciting opportunity has arisen for a proactive HLTA to join our experienced SEND team at Weston Secondary School, part of Hamwic Education Trust (HET).

HET is a large, fast-paced Trust with currently 37 academies across the South Coast. Linked to 6 community-based partnerships, there are 34 primary academies, 2 secondary and 1 hospital school.

Our vision is to cultivate a diverse student community characterised by high aspirations and a commitment to personal development. Upholding our values, we aim to provide an enriching curriculum and exceptional teaching that empowers our students to believe in themselves and embrace the courage to pursue their dreams fearlessly.

We are seeking to recruit a highly motivated, inspirational and enthusiastic HLTA who possess drive, energy and a commitment to achieving the very best for our students. If you are ready for a new challenge and enjoy working with an organisation where no day will be the same, then please apply.

Aspire

Headteacher: Mr D Butterworth
Address: Weston Secondary School, Tickleford Drive, Southampton, SO19 9QP
Contact: 02380 447 820, info@westonsecondary.co.uk

Believe

Achieve

‘All about the Child’

At HET, we aim to put the child at the centre of everything we do. We believe that by doing this, it drives our ethos and values to do the best we can for our children.

‘What about Sam’

Sam is the name we have given to the notional Hamwic child. By asking ourselves ‘What about Sam?’ we ensure that we put our students at the heart of our decision making.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:

- Can work with individuals or groups of children, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum (according to the requirements of the school, this may include the supervision of a classroom for periods of time).
- Can establish a supportive, caring and secure relationships with students, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- Has the ability to work as part of a team as well as independently.

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor
- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers’ Pension Scheme or Local Government Pension Scheme
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment (where all conditions are met)
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Vivup
- Free confidential telephone and face to face counselling for staff and family members

APPLICATION PROCEDURE:

Should you wish to apply for this vacancy, please view the linked documents on our website, www.westonsecondary.co.uk:

- Headteacher’s welcome
- Job description
- Person specification
- Application form
- These can also be found at www.hamwic.org. Please return the completed Application form to Mrs Katrina Jones, hr@westonsecondary.co.uk.

Where applicable, potential candidates may benefit from a tour of the school. Please note, any candidates requesting a tour will be asked for their current place of work which will allow the school to verify, where possible, the name and place of work given. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

Successful candidates will be subject to online searches.

Applications will be reviewed as they are received. An early application is advised with interviews possibly being arranged in advance of the closing date. Weston Secondary School reserves the right to make an appointment before the closing date.

SAFEGUARDING:

All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect 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 Disclosure and Barring Service checks along with other relevant employment checks.

THE EDWIN JONES PARTNERSHIP

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ outstanding people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

Job Description: Higher Level Teaching Assistant (HLTA)

Responsible to	SENCO
Line Management	N/A
Type	Support
Pay scale	Grade 7
Liaising with	Staff, Students and Other Stakeholders
Start date	November 2025
Part time/ Full Time	Full Time, term time only (37 hours, 39 weeks a year)

Key Purpose

- To complement the professional work of teachers by taking responsibility for agreed learning activities
- To work with and support children with a variety of academic, physical and emotional/behavioural needs on a class, group or individual basis

Duties and responsibilities:

Supporting students

- To assess the needs of pupils and use specialist skills and knowledge to work with individuals or groups of children, as directed by the class teacher and/or SENCo, supporting subjects and learning interventions across the whole curriculum and developing Behaviour Support Plans.
- To establish supportive, caring and secure relationships with the children, promoting respect and self-esteem and a positive, inclusive whole school ethos.
- To provide class teaching cover (both planned and unplanned) using lesson plans prepared by the class teacher.
- To understand and respond to the specific academic, physical and emotional/behavioural needs of individuals and groups of children.
- To assist the class teacher/SENCo with the planning, development and delivery of suitable programmes of work for pupils, including those with specific learning needs.
- To select and prepare resources necessary to lead learning activities to support aspects of the curriculum or particular learning outcomes, and to assist and support the children in using them.
- To help, support and motivate the children, encouraging independent learning and enabling learning targets and outcomes to be achieved.
- To monitor and record pupils' progress, mark work, provide relevant feedback to teachers and contribute to reports to parents where appropriate.
- To manage other Teaching Assistants (performance management, training, deployment);
- To assist with general school duties including setting up classrooms, preparing resources, tidying and clearing away.

Responsibilities of all school staff

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- support the attitudes, beliefs and values alongside the vision of WSS.
- contribute as a member of the WSS Team to aspects of school life which enhance our community.
- attend and contribute to staff meetings and INSET days as required.
- take responsibility for safeguarding and children's welfare and ensure the immediate reporting to the DSL or a Deputy DSL of any safeguarding matters which place a child at risk or potential risk;

- be aware of health and safety issues and act in accordance with the school's Health and Safety policy.
- maintain positive discipline and uphold school policies and practices at all times, ensuring a safe, stimulating and positive learning environment for all students.
- maintain appropriate standards of professional appearance and conduct and to ensure that all interactions with students, staff, parents, governors and visitors reflect a commitment to high professional standards of courtesy and behaviour and effectively contribute to the safeguarding of learners at all times.
- keep their Line Manager/ SLT apprised of any concerns whilst undertaking this role.

Professional development

As part of your performance development, ensure that you:

- fully engage in the Professional Development and CPD programme as required.
- contribute to the setting of your own performance development targets which ensure WSS improvement outcomes are met.
- regularly review your own practice and set personal targets in consultation with your line manager.
- take responsibility for, seek out and engage fully with CPD in order to support your development as a practitioner (all WSS staff have access to the full suite of training available from The National College).
- maintain accurate and up-to-date professional development records on your Bromcom file.
- disseminate best practice further to CPD opportunities made available to you.

NB.

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post.
- This job description will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- To carry out any other duties that are commensurate with the role as requested by the Headteacher.

Headteacher/line manager's signature	
Date	
Postholder's signature	
Date	

Person Specification: Higher Level Teaching Assistant (HLTA)

Qualifications and training	Essential	Desirable
<ul style="list-style-type: none"> • Previous experience of working with/ guiding the learning of children, preferably within a school setting • Administrative skills and experience • GCSE Grade C (or equivalent) in English and Maths 	✓	
<ul style="list-style-type: none"> • Teaching Assistant Certificate 		✓
<ul style="list-style-type: none"> • Higher Level Teaching Assistant Diploma (Level 4) 		✓
Experience/employment record	Essential	Desirable
<ul style="list-style-type: none"> • Ability to observe, monitor and analyse learning and learning outcomes in a practical context • Creative ability • To support the review of student performance and attainment through observation, monitoring and feedback to the class teacher. • To create learning materials, displays and student resources that support classroom activities • To support classroom-based learning for students • To develop and maintain effective working relationships with colleagues, students and “partners” of the school (Parents, PSA, Governors, Visitors) • To work with individuals and groups of children; encourage good behaviour; and deal with any problems arising from breaches of the school’s disciplinary rules • To support colleagues and maintain effective working relationships 	✓	
<ul style="list-style-type: none"> • Experience of working in a school set in an area of deprivation 		✓
Personal qualities, skills and attributes	Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication skills • A positive role model • Ability to motivate, inspire and challenge students • Confident ICT user • Ability to plan, prioritise and organise self and others. • Commitment to raising standards • Calm, adaptable, dependable, resilient and reliable • A good team player • Collaborative • Commitment to further own professional development • A commitment to promoting and safeguarding the welfare of young people • A commitment to inclusive, comprehensive education • Forward looking, enthusiastic and imaginative • Has ‘presence’ around the school • Creates a good first impression 	✓	