



St Michael's
Church of England
Primary Academy

Higher Level Teaching Assistant (HLTA)

Candidate Pack

Opportunity | Challenge | Integrity



www.canonium.org

Providing every child with the very best education possible

Welcome Letter

Dear Candidate,

We are delighted that you have taken interest in our position of Higher Level Teaching Assistant (HLTA) within Canonium Learning Trust. We warmly welcome you to find out more about this position and joining our dedicated team, contributing to our mission of providing every child with the best possible education.

At Canonium Learning Trust, we uphold values of **Opportunity**, **Challenge**, and **Integrity**, ensuring that every member of our community thrives. As a HLTA, you will work in partnership with class teachers to support social, emotional, educational and welfare needs of pupils' working collaboratively with other stakeholders in line with the School vision and values, and Canonium Learning Trust's purpose and principles.

In this role, you will have the opportunity to work in our high performing team where you will play a crucial role in supporting our Class Teachers to deliver lessons that reach all pupils' enabling children of all abilities to flourish. Your dedication and expertise will directly impact our ability to fulfill our mission and continue nurturing the potential and enthusiasm for learning in every child.

Please find enclosed the candidate information pack, which includes details about the role, responsibilities, and qualifications required. We encourage you to review this pack thoroughly and prepare for the next steps in our recruitment process.

Should you have any questions or require further information, please do not hesitate to reach out to our HR team at recruitment@canonium.org. We are here to support you throughout this process and look forward to the possibility of welcoming you to Canonium Learning Trust.

Thank you once again for considering a career with us. We eagerly anticipate the opportunity to meet you and discuss how your skills and experiences align with our trust's goals and values.

Warm regards,

Martin Hawrylak, Chief Executive Officer



About Canonium

At Canonium, we are a family of schools with a shared purpose **to give every child the very best education possible.**

We enable every child to fulfil their potential and nurture an enthusiasm for learning. Our children leave our schools equipped for future challenges and success so they can make positive choices in life and a genuine contribution to society.

Our Principles:

While our schools are encouraged to have their own distinctive ethos and character, our shared purpose is underpinned by three principles that explain how we work:

Opportunity

We work smartly and make the most of every opportunity to be a team player in delivering an outstanding, inclusive and well-rounded education experience for all.

Challenge

We strike the right balance between autonomy and consistency so we can challenge ourselves to keep getting better at the things that matter most.

Integrity

We have the courage and integrity to do the right thing, resist excuses and treat others with fairness and respect.

Job Description

Job Title: Higher Level Teaching Assistant (HLTA)

Location: St Michael's CofE Primary Academy

Hours per Week: 31 hours 40 minutes per week

Weeks per Year: Term-Time + Non pupil days (44.7 weeks)

Range: LG Scale 6 (points 14-18)

Salary: Full-time Equivalent £29,540- £31,537

Contract Type: Fixed-term Maternity Cover, term-time only

Reporting to: Headteacher

Closing Date: 26th April 2026

Interview Date: week beginning 4th May 2026

Start Date: 1st September 2026



JOB DESCRIPTION

JOB PURPOSE

To work with teachers as part of a professional team to support learning activities for classes and/or groups.

To cover classes as required in the absence of the teacher. HLTAs will be expected to deliver lessons, assisting with preparing and planning lessons as required, to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

HLTAs work under the professional direction of a teacher and within an agreed system of supervision.

Principal Accountabilities

- Assist the teacher to plan and prepare challenging teaching and learning objectives.
- Use detailed knowledge and specialist skills to support and progress pupils' learning.
- Deliver agreed learning activities to pupils, adjusting activities according to pupil response/needs.

JOB DESCRIPTION

KEY RESPONSIBILITIES

Teacher Support:

- Organise and manage an appropriate learning environment
- Support the teaching in preparing lesson plans
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against learning objectives
- Provide objective and accurate feedback and reports to teachers
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self control and independence
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Support and direct the activities of learning support assistants in the class

Pupil Support:

- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom



JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

Pupil Support (continued):

- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

Curriculum Support:

- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use
- Select and prepare resources necessary to deliver learning activities, taking account of pupils' interests and language and cultural backgrounds

General Duties:

- Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

JOB DESCRIPTION

KEY RESPONSIBILITIES (continued):

General Duties (continued):

- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience	Essential Application
Meet Higher Level Teaching Assistant standards	Essential Application
Understand classroom roles and responsibilities and your own position within these	Essential Interview
Good reading, writing, numeracy and ICT skills	Essential Application
Ability to write detailed reports, letters etc	Essential Interview
Working knowledge and experience of implementing national curriculum and other relevant learning programmes	Essential Interview
Understanding of statutory frameworks relating to teaching	Essential Interview
Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment	Essential Interview
Detailed understanding of child development and learning processes	Essential Interview
Ability to assess and record progress and performance and recommend appropriate strategies to support development	Essential Interview
Attention to detail and a commitment to accuracy and integrity in all aspects of work.	Essential Interview

How to apply:

If you would like to discover more about this exciting opportunity or if you need any further information or wish to arrange an informal discussion please contact our HR Officer at:

recruitment@canonium.org or **01376 570744**

All applications must be made online at:

<https://www.essexschoolsjobs.co.uk>

You can read the Trust's Recruitment and Selection procedure [HERE](#)



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