

# HLTA Level 4

## Candidate Information Pack

**Closing Date: 12.00pm, Wednesday 7<sup>th</sup> January 2026**



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# Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards in all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.



Louise Spellman



# Welcome from the Head Teacher

Dear Applicant,

Thank you for taking an interest in joining Levendale Primary School.

We offer a nurturing environment where every child's journey is celebrated and supported. We are a one-form entry primary school, with a 26-place morning and afternoon nursery. Located in Yarm, within Stockton-on-Tees, we are proud of our pupils, staff and school community where we work in partnership, demonstrating high expectations and aspirations for our children.

At Levendale, our vision is: 'Being the best we can be.' We are passionate about developing children's academic and personal growth. Our curriculum, designed to inspire and engage, focuses on Levendale Goals, which are: fostering a positive mindset; promoting respect and independence; developing pupil voice and aspirations and being healthy and safe. Children's learning experiences are carefully planned in each subject area, and lessons are designed to be memorable, fun and exciting.

We are committed to creating global citizens of the future. As a Unicef Rights Respecting School, we empower our students to understand and champion the rights of all children, preparing them to make a positive impact on the world.

Our dedication to promoting a 'Healthy and Safe' lifestyle extends beyond the classroom, earning us the prestigious Platinum Award for our commitment to sports and well-being.

Levendale is an inclusive community, where every member is valued and celebrated for their unique contributions.

We are fully committed to safeguarding children.

Our staff are at the heart of everything we do. We offer a supportive and collaborative environment where all staff members feel valued, empowered and motivated to grow both personally and professionally. As a member of our team, you will have the opportunity to work with teachers and support staff who are dedicated to delivering high-quality teaching and learning experiences. We will provide ongoing professional development and support to help you thrive in your role.

If you're considering joining our family, we warmly invite you to visit the school. Please contact our school office to make an appointment.

I look forward to receiving your application.

Best wishes,

Mrs Lewis  
Head Teacher

# HLTA Level 4

**Job Title:** HLTA

**Location:** Levendale Primary School (Yarm)

**Start Date:** As soon as possible from January 2026

**Actual Salary:** £20,587.73 to £22,129.51 (Grade I, SCP 19 to 22)

**Hours of Work:** 27.5 hours per week, term time plus 5 days

**Contract Type:** Temporary (to 31<sup>st</sup> August 2026)

**Closing Date:** 12.00pm, Wednesday 7<sup>th</sup> January 2026

**Interviews:** w/c Monday 12<sup>th</sup> January 2026

## About the Role

We seeking to appoint an experienced, enthusiastic, inspirational and highly motivated HLTA to join our friendly and welcoming school. The role will involve working in several different classes to cover PPA and staff release time. The successful candidate will get PPA time to plan activities and will also support class teachers when not in a covering role.

The successful candidate will:

- Have high expectations of the children both in terms of achievement and behaviour and be committed to raising standards.
- Be able to work effectively as part of a team and independently using their own initiative.
- Have experience of working across a range of different year groups.
- Believe passionately in creating an outstanding learning environment and opportunities to ensure all children achieve and make the best possible progress
- Have a talent for bringing learning alive and be successful in securing children's excitement for learning.
- Be able to communicate effectively with children, staff and parents.
- Have good Literacy and Numeracy skills.
- Meet HLTA standards or equivalent qualification or experience.
- Have a good understanding of the national curriculum framework and differentiation

## About Us

We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

## What we have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click [here](#).

For further information on the school, please click [here](#).

## How to Apply

Please make sure that the application form is completed and returned via email to [levendale@levendale.org.uk](mailto:levendale@levendale.org.uk), addressed to Mrs J Lewis, Headteacher.

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

**Safeguarding Notice**

The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

# Job Description

**POST TITLE:** Teaching Assistant Level 4  
**GRADE:** I (SCP 19 – 22)  
**REPORTS TO:** Head Teacher

## **OVERALL RESPONSIBILITIES:**

- To provide teacher PPA and management cover and to conduct intervention group work with children at other times.
- To work with and supervise individual and groups of children under the direction of the teacher, inclusive of contribution to teacher lesson plans, delivery and assessment, enabling access to learning for all pupils and support in the classroom management and behaviour techniques.
- Management of other teaching assistants including deployment and performance management.

## **TASKS:**

### **SUPPORT FOR THE PUPIL:**

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupil learning, in conjunction with the teacher.
- Establish productive working relationships with all pupils, acting as a role model and setting high expectations.
- Promote inclusion and acceptance of all pupils.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Encourage pupils to interact and work cooperatively with others and engage in activities. Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupil in relation to progress and achievement.

### **SUPPORT FOR THE TEACHER:**

- Production of lesson plans, worksheets, learning objectives, etc within agreed system of supervision.
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson / work plans as appropriate within agreed systems of supervision.
- Establish a clear framework for pupil discipline, anticipate and manage pupil behaviour constructively, promoting self-control and independence, in line with established school policy.
- Administer and assess / mark tests and accurately record achievement / progress.
- Support the role of parents / carers in pupils' learning and contribute to / lead meetings with parents / carers to provide constructive feedback on pupil progress / achievement etc.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically, providing evidence of the range and level of progress and attainment.

### **SUPPORT FOR THE CURRICULUM:**

- Deliver learning activities/programmes, adjusting activities according to pupil learning styles and individual needs within agreed system of supervision.
- Support the delivery of local and national programmes effectively utilising all alternative learning opportunities to support extended development.
- Use ICT effectively in learning activities and develop pupils' competence and independence in its use.

- Assist pupils to access learning activities through specialist support e.g. curriculum/SEN specialism.
- Select and prepare required resources to lead learning activities, taking account of pupil's interests, language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

#### **SUPPORT FOR THE SCHOOL:**

- Comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils taking the initiative to develop multi-agency approaches.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities including performance management as required.
- Establish own best practice and lead specialist area and use to support others.
- Assist with the identification, planning and delivery of opportunities for pupils to learn in out-of-school contexts, according to school policies and procedures and within working hours, which consolidate and extend in-school activities

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**



# Person Specification

**POST TITLE:** Teaching Assistant Level 4  
**GRADE:** I (SCP 19 – 22)

	Essential	Desirable
<b>QUALIFICATIONS/ TRAINING:</b>	<ul style="list-style-type: none"> <li>Meet HLTA standards or equivalent qualification or experience.</li> <li>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (AC) or NVQ Level 2 (or by test).</li> </ul>	<ul style="list-style-type: none"> <li>Expertise in 1 or more of the curriculum areas</li> </ul>
<b>EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>At least 5 years' experience as a Teaching and Learning Assistant or classroom assistant.</li> <li>Experience of managing whole classes (for example for PPA or covering short-term absence)</li> <li>Experience of planning, preparing and delivering learning activities for individuals/groups.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in more than one Key Stage</li> </ul>
<b>SKILLS/ KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>Knowledge of the requirements of the National Curriculum.</li> <li>Knowledge &amp; understanding of the National Curriculum at KS2</li> <li>Understanding of behaviour management strategies.</li> <li>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for Teaching and Learning.</li> <li>Effective oral and written communication skills.</li> <li>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</li> <li>Good organisational and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of First Aid procedures.</li> <li>Sound IT skills to support learning.</li> </ul>
<b>PERSONAL AND PROFESSIONAL ATTRIBUTES:</b>	<ul style="list-style-type: none"> <li>Friendly, approachable and professional manner</li> <li>Calm approach</li> <li>A commitment to working as part of the whole school team and</li> </ul>	

	<p>supporting the vision and aims of the school</p> <ul style="list-style-type: none"> <li>• High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising their role in pupils learning</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li> </ul>	
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# How to Apply

Application forms and further details are available on the Trust's website –

[sparkeducationtrust.org.uk](http://sparkeducationtrust.org.uk)

Please make sure that the application form is completed and returned via email to [levendale@levendale.org.uk](mailto:levendale@levendale.org.uk), addressed to Mrs J Lewis, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

## Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

## Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

## Person Specification

Sets out the criteria to be used for the shortlisting process.

**Closing date: 12.00pm, Wednesday 7<sup>th</sup> January 2026**

**Interviews to be held: W/c Monday 12<sup>th</sup> January 2026**

# Employee Benefits

## Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

## Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

## Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through [www.greencommuteinitiative.uk](http://www.greencommuteinitiative.uk) which enables staff to access a new bike and bike equipment.

## Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.