

# Higher Learning Teaching Assistant

School:	Charter Academy	Posted:	8th May 2025
Location:	Mitchell Avenue, Coventry, West Midlands CV4 8DW	Expires:	2nd June 2025 09:00 AM
Contract Type :	Permanent	Start Date:	1st September 2025
Salary:	£11,812 - £13,426 pro rata to hours and weeks	Job ID:	1484064
Hours:	Part Time		



## Higher Level Teaching Assistant - Early Years

### Charter Academy

**Grade 4 - £25,183 to £28,624 (FTE) per annum (£11,812 - £13,426 pro rata to hours and weeks worked)**

**Monday - Friday 8.30am to 12.30pm (20 hours per week, term time only plus teacher training days, 39 weeks).**

We are seeking to appoint an enthusiastic and well-organised HLTA to join our Early Years Foundation Stage (EYFS) initially in our school nursery from September 2025.

This role will involve working collaboratively with responsible classroom teacher(s) as a Teaching Assistant by utilising detailed knowledge and specialist skills to undertake 'specified work' and provide care and supervision to pupils.

### Duties and responsibilities of the role will include:

#### Under the direction of teaching staff:

- Undertaking appropriate planning and preparation of lessons for individuals, groups and whole classes
- Delivering agreed lessons and learning experiences to individuals, groups and whole classes as required
- Assessing and marking, and reporting on, the development, progress and attainment of pupils
- Using specialist skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students, including those with special educational, physical or emotional needs.
- Participating in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Assisting in the supervision, training and development of volunteer helpers, students and other staff.

### We are looking for someone who: -

- Must have a Level 3 Childcare Qualification or Equivalent
- Has experience of working with children
- Has a working knowledge of the EYFS Framework and the national curriculum and the willingness to develop this knowledge further
- Has the ability to relate well to children and adults
- Has the ability to lead a class
- Is able to support the Class Teacher in the planning and preparation of lessons
- Has the ability to inspire, and enthuse
- Sets high expectations for all
- Has a strong commitment to working in partnership with parents, colleagues and the community
- Is a team player with a good sense of humour and a positive attitude
- Visits to our school are welcomed, to arrange a visit please email the school.

**Closing Date: 9.00am Monday 02 June 2025**

**Interviews: w/c 09 June 2025**

*Early applications are encouraged as the Trust reserves the right to call suitable candidates to interview prior to the closing date.*

*We reserve the right to close this vacancy early should we receive an overwhelming response.*

*If you have not heard from us within two weeks of the closing date for applications, please assume you have been unsuccessful on this occasion.*

*Please note, an online search may form part of this recruitment process following recommendations from Keeping Children Safe in Education (KCSIE) 2022.*

*This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). The Trust is committed to safeguarding, promoting the welfare of children and young people and creating a culture of vigilance and expects all staff and volunteers to share this commitment and vigilance.*

**Safeguarding Statement:**

**Safeguarding**

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.