



Rosherville
Church of England Academy

Working at Rosherville C of E Academy

Join our Team



**For Appointment of:
Higher Level Teaching
Assistant**



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Headteacher's Welcome

Alice Martin

Thank you for your interest in the role at Rosherville C of E Academy. I hope that the information within gives you an insight into our school, and the unique opportunity this position offers.

At Rosherville, we are passionate about providing an education that is ambitious, nurturing, and inclusive. Through rich, hands-on learning experiences and a culture of care, we help children develop the confidence to step out in faith, embrace challenges, and believe in their potential.

As we prepare to move into our exciting new purpose-built site, our commitment to building a strong, connected community remains at the heart of everything we do. We strive to ensure that every child feels a true sense of belonging and is empowered to aspire, believe, and achieve.

Our staff are a dedicated and hardworking team who contribute fully to living our ethos of Flourishing through faith and fellowship to Aspire, Believe and Achieve. Everyone in school works together to provide valuable and memorable learning experiences for our children, and to ensure that each child is given the best possible chance to flourish. We believe that children learn from and with each other and we, therefore, take every opportunity to encourage children to collaborate in their learning.

I look forward to receiving your application.

Rosherville Church of England Academy



Rosherville Church of England Academy is a small, welcoming school situated in Northfleet on the edge of Gravesend town centre. Our staff are a dedicated and hardworking team who contribute fully to living our ethos of:

Flourishing through fellowship to Aspire, Believe and Achieve.

Everyone works together to provide valuable and memorable learning experiences for our children, and to ensure that each child is given the best possible chance to flourish. We believe that children learn from and with each other and we, therefore, take every opportunity to encourage children to collaborate in their learning.

From 2025, the school will move to its new home as part of the exciting Cable Wharf development in Northfleet, Kent. Located next to the glistening River Thames and just 31 minutes from London, Rosherville Academy will be the hub of this new riverside community.

The new facilities will see the school grow in size, reaching 2-form entry when full. The site, which will host a nursery, Specialist Resource Provision and community facilities, including a specialist classroom and all-weather pitch.

This role comes with huge amounts of potential for the right candidate to develop and grow with the school within a trust that will support and value you. The leadership range assigned to this role will reflect the rare and exciting opportunity to progress as the size of the schools grows.



Diocese of
Rochester



Ofsted
Good
Provider

Job Description



Job Title	HLTA
Location	Rosherville CE Academy
Duration	Part-time, permanent
Work Hours	32.5 hours per week, 39 weeks per year (term time plus inset days)
Reporting to	Headteacher
Salary	AAT D.8 – AAT D.10 (actual salary: £20,207.43 - £21,218.07 per annum)
Pension	LGPS

About the Role

We have an exciting opportunity for a dedicated and enthusiastic Higher-Level Teaching Assistant (HLTA) to join our support staff team from January 2026.

In this role, you will work across all key stages, supporting pupils to achieve their best and ensuring they receive high-quality learning support. You will also have a specialist focus on attendance, helping to identify and address barriers to learning and engagement.

You will work under the guidance of the Attendance Lead, Inclusion Manager, and Class Teachers. A proactive, motivated approach and a willingness to develop professionally are essential. The role aims to remove barriers to learning, promote inclusion, and support children's academic, social, and emotional development.

We would love to hear from you if you:

- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive
- Want to work in a supportive and caring environment
- Are committed to enabling every child to achieve the very best they can.

Key Responsibilities



Attendance Duties

Daily operational duties

- Monitor pupil attendance each morning, ensuring registers are completed accurately and on time.
- Follow up unexplained absences promptly (first-day calling and email).
- Ensure correct attendance coding in line with DfE expectations.
- Record all communication with families and agencies accurately and securely.
- Update the SLT attendance lead regarding concerns, missing children, or patterns of absence.

Monitoring and reporting

- Track attendance daily, identifying trends and early warning signs.
- Maintain attendance data on Arbor.
- Support the preparation of statutory returns.
- Assist in providing attendance information for governors and termly reviews.

Working with families

- Build positive, supportive relationships to understand barriers and promote positive attendance.
- Provide early help, guidance, and signposting, including structured conversations and agreed plans.
- Carry out authorised home visits and follow safeguarding procedures.

Working with external partners

- Liaise effectively with Local Authority officers and external agencies, ensuring required documentation is completed.
- Support statutory and legal processes where appropriate.
- Attend multi-agency meetings and maintain strong links with Early Help, social care, and health partners.

HLTA Duties

- Provide classroom cover for PPA, leadership release, and short-term staff absence.
- Deliver planned lessons following teacher planning, adapting where needed.
- Support the learning of individuals, small groups, and whole classes.
- Lead interventions and maintain accurate records of pupil progress.
- Use effective strategies to support teaching and learning, including for children with SEND.
- Support behaviour management in line with school expectations.
- Use ICT confidently to support learning.
- Contribute to assessment by providing feedback to class teachers.
- Assist with break and lunchtime duties and facilitate positive play.
- Undertake First Aid training and support pupil care needs, including personal care when required.

Safeguarding Responsibilities

- Promote the safety and wellbeing of all pupils.
- Follow KCSIE and the school's safeguarding procedures at all times.
- Report welfare concerns immediately to the Designated Safeguarding Lead.
- Maintain accurate, confidential records of safeguarding-related issues.
- Engage fully in safeguarding training and updates.
- Engage with Designated Safeguarding Lead training (optional).

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher..

Person Specification



Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and maths
 Experience and knowledge of working within Primary education
 High standard of maths and literacy skills with a secure understanding of English grammar
 Successful, relevant experience of working with children of primary age within a learning environment and appropriate qualification
 Experience in leading learning activities for a group or class of children.
 HLTA qualification

Skills and Knowledge

Ability to build trusting, supportive relationships with families
 Empathetic, resilient, and solution-focused mindset
 Understanding of attendance processes and DfE expectations
 Confident with data systems and accurate record-keeping
 Collaborative approach to working with teaching staff, pastoral teams, and external agencies
 An understanding of and the ability to deliver systematic synthetic phonics
 An understanding of or willingness to learn, the maths mastery approach
 An understanding of using assessment for learning to enable pupils to make progress
 Confidence to cover planning, preparation and assessment time for the teacher
 Must have excellent communication skills in order to build rapport with adults and children, both verbally and in writing
 Be able to work effectively as part of a team and contribute to group planning etc.
 Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations
 Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support
 Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.

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Personal Qualities

- Enthusiastic and self-motivated
- Have the ability and creativity to adapt learning to meet the needs of all learners
- Have high expectations of both pupils and of yourself
- Hold a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background
- Be committed to your own professional development and keen to make a significant contribution to the life of our school
- Support an interest in the vision, mission and values of the school and our Trust and demonstrate this in all work activities
- Professional, discreet, and committed to maintaining confidentiality.

All Essential Criteria

E = Essential D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiaacademy.org.uk

01474 533 082

To apply for this role, please visit MyNewTerm:

[Apply Now](#)



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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