



LEIGH
Academies Trust

Job Pack

Higher Level Teaching
Assistant
Leigh Academy Snowfields

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.





Job Description

Job Title: Higher Level Teaching Assistant

Reports to: Vice Principal

Location: Leigh Academy Snowfields

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

To deliver the curriculum to classes through working collaboratively with teachers and teaching assistants in the whole planning cycle and the management/preparation of resources. To ensure progress for all pupils by utilising advanced levels of knowledge and skills when planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, whilst providing support for pupils with medical, personal care and behavioural needs.

Key Responsibilities:

- Plan and prepare lessons, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupils' needs
- Contribute to the planning of and lead opportunities for pupils to learn in out-of-school contexts in line with school's policies and procedures
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities
- Support the teaching of the full curriculum. Be familiar with lesson plans, Provision Plan targets and learning objectives
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop
- Use behaviour support strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources
- Promote and reinforce children's self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times

Medical Administration & Policy:

- Act as the primary administrator of prescribed medication, ensuring it is given correctly and on time, in strict accordance with pupil medical plans and parental consent
- Maintain meticulous and confidential medication administration records
- Ensure all medications are stored safely, securely, and correctly according to academy policy
- Manage medical supplies, checking expiry dates and coordinating replenishment requests with Student Services Managers (SSMs)
- Serve as a designated First Aider, responding calmly to accidents, injuries, and illnesses
- Provide immediate care during medical emergencies (e.g., anaphylaxis, seizures) based on the pupils' care plan
- Accurately record all incidents and accidents in the schools logbook

Monitoring and Assessment:

- Evaluate pupils' progress through a range of assessment activities
- Assess pupils' responses to learning tasks and, where appropriate, modify methods to meet individual and/or group needs
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement
- Assist in maintaining and analysing records of pupils' progress
- Report pupils' progress and achievements at parents meetings which are usually held outside school hours
- Assess, input and analyse pupil progress data
- Take an active role in Pupil Progress meetings

Mentoring, Supervision and Development:

- Manage, support and guide teaching assistants when leading a class and undertake induction, appraisal, training and mentoring of teaching assistants
- Contribute to the overall ethos, work and aims of the school by attending relevant meetings and participating in staff meetings and training days/events

Behavioural and Pastoral:

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and supporting individual/s involved to understand it is unacceptable in a way that is appropriate to them
- Understand and implement school child protection and safeguarding procedures and comply with legal responsibilities
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for pupils with medical needs, and children who may be exhibiting behaviours that challenge
- Provide physical support and maintain personal equipment used by the children at the school
- Administer medication and medical procedures required following training
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links
- Lead supervision of pupils in the playground and plan and organise play time activities



- Collaborate with professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists

Other:

- Any other duties required by the class teacher, Phase Leadership Team, Vice Principal or the Principal, which is within the scope of this post
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety
- Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.





Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Higher Level Teaching Assistant, we would expect candidates to demonstrate:

Qualifications

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in Mathematics and English
- Other relevant Level 3 qualifications (i.e. A Levels, NVQ, Diploma)

Desirable

- Higher Level Teaching Assistant Status or degree
- First Aid Training

Experience

Essential

- Experience working with children within an educational setting
- Experience working with children with special educational needs (SEN) in a secondary setting
- Have training in aspects of SEN
- Experience teaching individuals, groups and classes

Desirable

- Higher Level Teaching Assistant Status or degree
- First Aid Training

Knowledge and Understanding

Essential

- Commitment to the well-being of all pupils, with up-to-date knowledge of and adherence to statutory safeguarding procedures and regulations
- Knowledge of relevant policies, codes of practice and legislation including safeguarding
- The National Curriculum English and Maths programmes of study

Desirable

- Knowledge of safely and correctly administering medication and first aid, or the willingness to be trained to develop these skills

Attributes

Essential

- Have effective oral and written communication skills
- Form effective professional relationships including team working
- Have good organisational and time management skills
- Have sound ICT skills
- Develop their knowledge through the evaluation of their own learning needs
- Be able to work independently
- Remain calm under pressure and be able to adapt quickly to change

Desirable

- Use coaching and mentoring skills with adults and pupils

Other

Essential

- Attend Academy training sessions
- Remain resilient and make considered decisions when supporting pupils through challenging situations
- Support development of a positive environment when leading classes and teaching assistant teams
- Be flexible and be able to work across the whole school, including all sites, as directed
- Be willing to learn about specific areas of the curriculum and pupil support required for classes being worked in

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy



Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

