

Higher Level Teaching Assistant (HLTA)

Sutton Valence Primary School
North Street, Sutton Valence, Maidstone, Kent ME17 3HT

Job Advert

At Sutton Valence Primary School we believe in “encouraging respect, inspiring resilience and building positive relationships as we grow and learn together.”

We are a friendly, one-form-entry rural school overlooking the Weald of Kent, committed to offering every child the conditions they need to flourish.

The Role

We are looking for a motivated and experienced Higher Level Teaching Assistant (HLTA) to join our team.

You will play a key role in supporting learners across the school by covering classes during teachers' PPA (Planning, Preparation and Assessment) time and ECT (Early Career Teacher) release.

The successful candidate will deliver high-quality learning experiences, maintain our positive learning environment and contribute to the life of the school community.

We Are Looking For Someone Who:

- Holds HLTA status, or demonstrates an equivalent qualification and/or experience.
- Has experience delivering lessons and managing classes across Key Stages 1 and/or 2.
- Demonstrates strong classroom management, communication and interpersonal skills.
- Is flexible, proactive and works collaboratively with teaching colleagues.
- Shares our commitment to nurturing not just academic attainment, but also the attitudes of respect, resilience and positive relationships.
- Embraces our inclusive ethos, ensuring every child is valued and supported.

We Can Offer You:

- A welcoming and supportive staff team working together to be the best we can.
- Pupils who are eager to learn within a safe, friendly, rural community school.
- Opportunities for professional development in a school passionate about continuous improvement.
- A school that values and lives its vision of respect, resilience and positive relationships.

Sutton Valence Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

An enhanced DBS check and satisfactory references are required.

Job Description

To deliver high-quality whole-class learning experiences during teachers' PPA and ECT release time, ensuring the continuity and progression of pupils' learning in line with the school's curriculum, vision and values.

Key Responsibilities

Teaching & Learning

- Deliver planned lessons across the school (KS1 / KS2) ensuring objectives are clear and achieved.
- Establish and maintain a purposeful, well-ordered, safe and productive learning environment.
- Use a variety of teaching strategies to engage and motivate pupils, maintain high expectations and support inclusion.
- Monitor pupils' progress during lessons, provide feedback and liaise with class teachers.
- Uphold the school's values of respect, resilience and positive relationships in all interactions.

Support for Teachers

- Liaise with class teachers to ensure lesson objectives and resources are understood.
- Provide feedback to teaching staff on pupil progress, attainment and any concerns.
- Contribute to planning, preparation and review of class learning activities when required.
- Support the implementation of the school curriculum and relevant school policies.

Support for Pupils

- Build positive relationships with all pupils, fostering confidence, independence and resilience.
- Promote the inclusion of all children, including those with additional needs.
- Encourage pupils to take responsibility for their learning and behaviour, supporting peer-collaboration and mutual respect.

General Duties

- Attend relevant staff meetings, INSET and contribute to professional development.
- Supervise and promote positive behaviour during break times or other duties, when required.
- Maintain confidentiality, act in accordance with safeguarding procedures and promote the well-being of pupils at all times.
- Participate in the wider life of the school: supporting its vision of being a safe, welcoming, inclusive and high-quality learning environment.

Person Specification

Criteria	Essential / Desirable
HLTA status or equivalent qualification/experience	Essential
Experience of delivering whole-class lessons and covering classes	Essential
Strong classroom management and communication skills	Essential
Ability to adapt teaching to the needs of all pupils	Essential
Understanding of national curriculum and primary age learners	Essential
Experience across KS1 and KS2	Desirable
Ability to work autonomously and as part of a team	Essential
Shared commitment to the school's ethos of respect, resilience and positive relationships	Essential
Knowledge of inclusive education and ability to support children with SEND	Desirable