



Working at Knole Academy

# JOIN OUR TEAM



For Appointment of:  
HLTA





## HEADTEACHER WELCOME

**Mr David Collins**

**Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.**

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

## The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

## Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

# JOB DESCRIPTION

<b>Job Title</b>	Higher Level Teaching Assistant (HLTA)
<b>Location</b>	Sevenoaks, Kent
<b>Duration</b>	Permanent
<b>Work Hours</b>	27.5 hours per week 8:30 am to 3:00 pm 38 weeks Term Time plus 1 week
<b>Reporting to</b>	SENCO
<b>Salary</b>	£18,158 to £18,884 per annum
<b>Pension</b>	Local Government Pension Scheme



## About the Role

**As a new member of our busy SEN team, we require a self-motivated and qualified person to support our students within the Learning Hub.**

An enthusiastic and dedicated HLTA is required to support our students by planning, preparing and delivering targeted interventions and/or small group sessions. The postholder will be expected to provide classroom support and tailor learning to meet the needs of all learners. The successful candidate will have an HLTA qualification (or be working towards it) with strong literacy, numeracy and communication skills including experience of working with young people in an educational setting.

The role includes:

### **SUPPORT TO PUPILS AND CLASSROOMS:**

- To support individual pupils and small groups with EHCPs to access learning in mainstream settings
- To deliver differentiated support and scaffolding to enable access to the curriculum.
- To assist in implementing strategies for behaviour, emotional regulation, communication, sensory or other needs, as outlined in pupils' EHCPs.
- To lead interventions in literacy, numeracy, communication, social skills, emotional regulation or other areas relevant to the needs of the cohort.
- To monitor, assess and record pupil progress in interventions; feedback to teachers, SENCo and parents as required.
- To help adapt/classroom resources, materials and environment to meet the needs of pupils with SEN.
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# KEY RESPONSIBILITIES



## Support to teaching staff and SENCo

- To collaborate in planning lessons / schemes of work to ensure inclusion of SEN pupils.
- To share best practice and strategies with class teachers, TAs and other support staff.
- To support the preparation of annual reviews, EHCP reviews and related paperwork as required.
- To collaborate with external agencies (therapists, educational psychologists, speech & language, etc.) to implement recommended support.

## Behaviour and Inclusion

- To promote positive behaviour, inclusion and emotional well-being among all pupils, especially those with SEN / EHCPs.
- To support pupils in developing self-regulation, independence and social interaction.
- To participate in training and other learning activities
- To carry out other duties as may be deemed reasonable by the line manager





## General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

## Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility 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 Line Manager.



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## Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education  
 A First Aid qualification (training will be given if necessary)  
 Experience of working in an administration/careers/educational environment

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## Skills and Knowledge

Excellent communication skills; written and verbal  
 Good numerical skills  
 Good and accurate ICT /keyboard skills  
 Working knowledge of Arbor (MIS)  
 Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving

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## Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations  
 To maintain confidentiality at all times  
 A flexible working attitude  
 Appropriate attire for this position  
 A high level of integrity  
 The ability to work unsupervised  
 An understanding of relevant policies, code of practice and legislation

**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 before making the decision to apply for the post, please contact:

**Rose Marsaud, HR Manager**  
[HR@aletheiatrusted.org.uk](mailto:HR@aletheiatrusted.org.uk)

**01732 749 774**

To apply for this role, please visit MyNewTerm: [9 June 2026](#)  
[Apply Now](#)

**Closing Date:**

**Monday 1 June: 9:00 am**

**Interview Date:**

**9 June 2026**



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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