

Job Advertisement: Higher Level Teaching Assistant (HLTA)

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Location:

Salary: Grade 9, Hourly rate £17.29-£18.72. Actual salary £25,069.59 - £27,141.82.

Hours: 32.5 hours per week, to be worked from Monday to Friday between 8.30am-3.30pm. 38 working weeks plus 6.48 weeks paid holiday per annum.

Contract type: Permanent

Reporting to: Headteacher

Closing date for applications:

Interview Date: TBC as soon as possible

Start date: 1st September 2025

Main purpose

A Higher-Level Teaching Assistant is required to join a team of hard-working friendly people within this Special School supporting pupils with complex learning difficulties.

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision and assisting the teaching staff in the implementation of National Curriculum/Developmental Curriculum and School Curriculum. This may involve planning, preparing, and delivering learning activities for individuals/groups or short term for whole classes and monitoring pupils and assessing, recording, and reporting on pupils' achievement, progress, and development.
- To work with Senior Leaders and support the management and development of the Sensory Theatre, Sensory Walkway and Sensory Room(s) which are highly specialised areas within the school. To liaise with relevant technicians to maintain the smooth running of each of the areas.
- Be responsible for communication liaising between managers/teaching staff and teaching assistants as well as organising and chairing TA meetings at least termly and actioning any points raised.
- To undertake cover for teachers if absent.
- The role will require planning, preparing and the delivery of appropriate learning activities for individuals/groups for whole classes and groups of children.

Monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development are integral aspects of the role.

- Undertake if required, recruitment/induction/appraisal/training/mentoring for other teaching assistants and ensure that new TAs have completed a full induction process following the school policy and are well versed with Health and Safety issues throughout the school.

Application process

For more information, please visit the school website and download the job description and complete our application form. Our website address is <https://www.fitzwaryn.oxon.sch.uk>

Completed application forms can be emailed to recruitment@fitzwaryn.oxon.sch.uk or submitted by post to Recruitment, C/O Fitzwaryn School, Denchworth Road, Wantage, Oxfordshire, OX12 9ET.

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at recruitment@fitzwaryn.oxon.sch.uk.

Visits to the school are welcome by arrangement.

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the school reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).