

Job Advertisement: Higher Level Teaching Assistant (HLTA)

Job details

Location: **Year 1:** College Hall site, West Road, off Old Wokingham Road, Wokingham, RG40 3BT. **Year 2 onwards,** Hawthorn Academy, All Saints Rise, Warfield, Bracknell, RG42 3SS

Salary: Grade 9, Hourly rate £17.29-£18.72. Actual salary £25,069.59 - £27,141.82 based on 32.5 hours per week, plus Fringe allowance of £706 pro rata.

Hours: 32.5 hours per week, to be worked from Monday to Friday between 8.00am-3.00pm, 38 working weeks plus 6.48 weeks paid holiday per annum.

Contract type: Part time, permanent, term time only

Closing date: Monday 16th June 2025

Start date: September 2025

About us

Hawthorn Academy is a new SEMH secondary school based in Bracknell Forest due to open in September 2025, providing specialist education for children aged 11 — 16 years with social, emotional, and mental health needs (SEMH), including children with ASD. The school will open with 10 places, growing to 50. The school will be sited at the College Hall campus in year 1, moving to a purpose-built school during year 2.

The school is part of The Propeller Academy Trust, a special school MAT comprising currently of 3 schools based in South Oxfordshire: Fitzwaryn, Kingfisher and Bishopswood. The Trust is due to welcome Woodeaton Manor School (an SEMH provision in Oxford) in July '25 following an academisation order, and Forest View School in Bracknell (estimated opening Sept '27) following a successful bid in wave 3.

The Trust has a successful outreach programme and supports over 70 local mainstream schools with outstanding feedback and outcomes.

Propeller is proud of its educational performance. Its curriculum is personalised and focuses on the destinations and long-term aspirations of its pupils and their families, linking directly with their communities including pupils moving directly into employment.

Main purpose

- 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' achievements, progress, and development.

- Be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation and monitoring of work, appraisal, and training.
- 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.
- 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.

We would like to hear from you if

- You have good numeracy, literacy, and ICT skills (GCSE Level 4 or equivalent in English and Math's is desirable)
- You have the ability to work with a range of children and young people with additional and complex needs
- You are a team player who can build good working relationships with colleagues
- You are flexible, enthusiastic, and resilient, with a good sense of humour
- You are committed to ongoing personal development
- You have high aspirations in teaching and learning for all children and young people

What can we offer you

- The opportunity to work with a progressive and forward-thinking multi-academy trust, where you are making a difference to the lives of young people.
- Opportunities for development and career progression
- Induction programme and ongoing CPD and training
- A range of staff benefits including access to an Employee Assistance Programme and a workplace pension scheme (LGPS)
- Free eye test for DSE users
- Free flu vaccinations
- Free tea and coffee
- Refer a friend bonus (up to £500)
- A positive and friendly working environment

How to Apply

For further details of the post and how to apply please visit <https://thepropelleracademytrust.facebook.co.uk/vacancies>. If you would like to discuss the post further, please contact Emma Mackrell at recruitment@propellertrust.org.

Please note that CV's will NOT be accepted.

Please note 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 is committed to creating a diverse workforce. We will 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.

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). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

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