

Higher Level Teaching Assistant

Ark Castledown Primary Academy

Are you someone who has high expectations and a desire to improve the life chances of pupils? Do you want to belong to a school which is continually striving to improve life chances of its pupils?

We are seeking to appoint a dynamic and enthusiastic Higher Level Teaching Assistant (HLTA) from May 2026 or before. This is a newly created, permanent role within our school suitable for someone who already holds an HLTA qualification or is willing to study for one.

Ark Castledown Primary Academy is a popular school in the heart of Hastings. As Hastings has been recognised as an 'Opportunity Area', the academy is pivotal in ensuring our children get the best start in life, no matter what their background.

We have a dedicated staff team committed to providing the best possible education for our pupils. We require dynamic and resilient individuals who are ready to make a real impact in transforming pupils' lives. If you have a passion for education, we can offer you both support and challenge to develop further as a classroom teacher and future leader.

As a Higher Level Teaching Assistant your role will involve helping to implement delivery of the curriculum assisting in planning and the management/preparation of resources, which could include some specialist knowledge. The successful applicant will also provide cover for whole classes across the school as required. We can offer you a friendly, supportive school and excellent opportunities for professional development.

The successful candidates will:

- have experience of working across the primary aged range from EYFS to Y6,
- have good literacy and mathematical skills;
- be hard working and adaptable to change;
- have experience covering for the teacher with whole classes;
- hold an HLTA qualification or be willing to study for one.

We strongly encourage you to visit the academy to meet us and find out more about this post. Please contact Mrs V Stapley on 01424 444046 or via email at v.stapley@arkcastledown.org to arrange to arrange a visit in the week commencing 13th April.

As a member of staff at Ark Castledown, you will be part of Ark, an international charity and one of the UK's most successful multi-academy trusts, with a network of 39 schools in 4 locations across the country.

We work hard to recognise hard work

- We strive to recognise your achievements and celebrate your success;
- You will have access to health packages, discounts at major retailers, travel loans and other benefits, through the Ark Rewards scheme;
- We take CPD seriously, which is why we offer twice as many training days as standard;
- We provide an array of development programmes for our staff including supplying you with the training and support you need to become the best you can be.

Visit our website, www.arkcastledown.org for more information about our school.

Please submit your application online by visiting <https://arkcastledown.org/jobs/vacancies> The deadline for applications is 9am on **Monday 20th April 2026**

Location: Hastings
Start date: May 2026
Contract: Permanent
Hours: 31.25 hours per week, Monday to Friday
Salary: £29540.00- £35412.00 pro rata
(£22,233 to £26,652 actual)
Closing date: 9am on **Monday 20th April 2026**
Interviews: **TBC**

Ark Castledown Primary Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure & Barring Service check.

Job Description: Higher Level Teaching Assistant

Reports to:	Assistant Headteacher
Start date:	May 2026
Contract:	Permanent

The Role

- To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress

Key responsibilities

- To complement teachers' delivery of the national curriculum; providing support for pupils in order to raise standards of achievement
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
- To provide cover for whole classes, other than their own under a system of supervision
- To contribute to the development of other support staff, pupils and academy policies and strategies.
- To work collaboratively with teachers and assist in the whole planning cycle.

Outcomes and activities

Learning Support

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Plan and prepare lessons with teachers, participating in all stages of planning
- Work with teachers to assess the needs of individual children and modify teaching methods
- Work with the SENCo and other teachers to implement Education Health Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom.
- Assist pupils' achievement outside of the classroom, e.g. trips and after school clubs

Other support

- Supervise pupils in playgrounds, lunchrooms, running lunchtime-sporting clubs
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required
- Assist with mentoring, support and guidance to other teaching assistants when required

Other

- Undertake other various responsibilities as directed by the Assistant Headteacher

Person Specification: Higher Level Teaching Assistant

Qualification Criteria

- Meet HLTA standards or equivalent qualification or experience
- Maths and English GCSE or equivalent at grade C or above
- Right to work in UK.

Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of an HLTA and in particular classroom organisation and management
- Experience of supporting the planning and delivery of the curriculum.

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion
- Able to organise, lead and motivate a team

Other desirable training and skills

- First Aid training
- Understanding of behaviour management strategies
- Training and practice in Ruth Miskin's 'Read, Write Inc.'

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.