



Liberty
Academy Trust

Higher Level Teaching Assistant (HLTA)

Vanguard School

Location: Vanguard School, Lambeth, London
Basis: 37 hours per week | Term Time Only
Salary: Actual Salary Range | £24,000 to £26,000
Plus: Includes London Weighting



About Us

Liberty Academy Trust is an education charity established in 2022. Our purpose is to deliver an education for our children that meets their needs, aspirations, and interests, and which prepares them well for adulthood. Our values of courage, determination and teamwork are the key drivers to bring about positive change, so that all our children and young people can be successful now and, in their future, lives.



We are currently a small Trust of three academies, with plans to grow so that our reach and impact can extend further. Committed to providing an excellent education for autistic children and young people, our approach is to support the whole child, offering a balance of personalised teaching and therapeutic support as standard.



The Vanguard school in Lambeth opened in 2020 and provides a curriculum for students from across the spectrum who have a range of learning needs. The school provides opportunities for the development of a wide range of independent living skills, focusing on community inclusion.



Thank you for your interest in this role within Liberty Academy Trust. This is a hugely exciting time for our family of academies as we seek to grow and extend our reach so that we can make a real difference to the lives and life chances of children – and particularly those who are autistic – so they receive the educational opportunity they deserve.

The Trust currently has three academies based in the local areas of Cheshire East, Reading and Lambeth; all of which are at different stages of development. As a Trust, we are clear about the importance of achieving long-term sustainability for our academies.

Our vision is to lead through moral purpose, whilst taking advantage of collaborative opportunities and partnership work, to secure an excellent educational offer for our children and young people. Employees within the Trust belong to a community of professionals and benefit from an increasingly wide range of networks and development opportunities across the Trust, which will increase further as we grow.

With high expectations for staff and pupils alike, those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence, and are committed to providing the highest standards.

If you see yourself in that description, then we would be delighted to receive your application.

Dr Nic Crossley, Chief Executive



Passionate about making a difference in the lives of young people with autism? We have opportunities to join our team. More than a job – this is a chance to transform lives, support growth, and be a part of an innovative approach to education.

Our HLTAs work closely with teachers and learning mentors to help us provide an exceptional education to our children and young people. They complement the professional work of teachers by taking responsibility for agreed learning activities: planning, preparing and delivering learning activities for individuals, groups or classes.

We challenge any notion that, as a special school, our children's aspirations and achievements are limited academically, socially or personally. Our core values of courage, determination, and teamwork drive positive change, ensuring that all our children and young people can be successful now and in their future lives.

Rachael Clements, Principal

What We're Looking For

- You will be a **qualified** Higher Level Teaching Assistant with **good knowledge** of SEND and SEMH.
- You will have the **ability to communicate effectively and sensitively** with a range of different people, including a good standard of written and spoken English.
- You will demonstrate a high degree of **resilience and professionalism**.
- Above all, you will have **enthusiasm** for and a **positive attitude** towards enabling autistic children and young people to lead independent and fulfilling lives.

Our success depends on our skilled and dedicated staff. We offer a competitive salary and pension, as well as a focus on staff well-being and a range of benefits including discounts at a range of shops, restaurants, gyms and leisure activities.

More importantly, we offer the opportunity to play a part in highly rewarding work, as part of an ambitious and supportive team.

Job Description

Purpose

To complement the professional work of teachers by taking responsibility for agreed learning activities under an established system of supervision. This involves planning, preparing, and delivering learning activities for individuals, groups, or covering whole classes.

Key Responsibilities

Teaching and Learning

- Lead whole-class learning in the absence of a teacher, ensuring continuity of learning and behaviour expectations.
- Plan and prepare lessons and learning activities in collaboration with teachers, in line with curriculum maps.
- Support the teacher to plan, teach and review against the outcomes outlined in pupils' Education Health and Care Plans (EHCPs).
- Provide feedback to pupils and teachers on progress and achievement.
- Assess, record, and report on the development, progress, and attainment of pupils, contributing to planning and review meetings.
- Prepare and manage resources.
- Produce displays showcasing pupils' work.
- Follow teaching and learning policy in planning and delivering lessons.

Student-focused Work

- Provide the highest standard of support and expectations, assisting children in achieving their full potential through the implementation of the SPELL framework and Quality of Life Frameworks.
- Support the implementation of the SEND Code of Practice through the assess–plan–do–review cycle.
- Uphold the safeguarding responsibilities outlined in KCSIE 2025, including promoting online safety, recognising attendance-related safeguarding concerns, and contributing to a culture of vigilance and child protection.
- Deliver structured individual and group interventions in literacy, numeracy, and social communication. Maintain accurate records of interventions and pupil progress.
- Provide support for individual learners in a range of environments to enable them to participate fully in activities.
- Act as a key worker for named pupils, supporting their academic, social, and emotional development.
- Promote engagement and inclusion, actively remove barriers and support pupils in accessing the curriculum and wider school life.
- Encourage pupils to interact and work cooperatively with others.
- Contribute the development and maintenance of learning materials and resources.
- Maintain challenging and high expectations and promote self-esteem and independence.
- Support pupils in developing self-regulation, social skills, confidence, resilience, and self-esteem.
- Contribute to the development and implementation of pupil plans / documentation.
- Use digital technology, including assistive tools, to support the delivery of learning activities and promote digital inclusion for all learners.

Professional Collaboration

- Work collaboratively with teachers, therapists and external professionals, including through multi-agency partnerships including, but not limited to, Speech and Language Therapy (SALT), Occupational Therapy (OT), Educational Psychology (EP), Child and Adolescent Mental Health Services (CAMHS), and the Local Authority SEND team, to support holistic and coordinated provision for pupils.
- Provide timely updates to teachers and the wider staff team, as required, to support the planning and assessment of pupils.
- Attend and contribute to team meetings, reviews, and planning sessions.

- Direct the work, where relevant, of other adults supporting learning, ensuring consistency and quality of provision.
- Share expertise and contribute to the professional development of colleagues, including mentoring less experienced staff.
- Communicate effectively with parents and carers, providing feedback as directed.
- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.

Wider School Contribution

- Live the vision and values of Liberty Academy trust every day
- Act as a trusted adult within the school community, modelling a proactive approach to safeguarding and wellbeing that goes beyond statutory compliance, and fostering a culture of safety, trust, and emotional support for all pupils.
- Attend daily debriefs and weekly staff and team meetings.
- Supervise pupils during break and lunch times and support extra-curricular activities.
- Support the organisation and delivery of off-site visits, enrichment and extended education programme, after school and lunchtime activities. Accompany children in a wide range of offsite visits.
- Cover lessons and registration for absent colleagues as required (within agreed limits).

General

- Always comply with Trust policies and procedures; including, but not limited to, Safeguarding, Health and Safety and employment policies.
- Work within the Trust's Equality and Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, and conduct; and maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the appraisal and performance review process, and in relevant continuing professional development.

- Be willing to travel to the Trust's schools and other sites as needed.

Job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

Person Specification

Essential

Qualifications, Training and Knowledge

1. Minimum of 3 GCSEs or equivalent at grades 4/C or above, including English Language and Mathematics.
2. HLTA status or equivalent qualification.
3. Demonstrable ability to meet the HLTA standards as defined by the HLTA National Assessment Partnership (HNAP).
4. Knowledge of SEND, particularly autism and SEMH.
5. An understanding of the principles of Health and Safety
6. Experience supporting teaching and learning in a school setting.
7. Experience of leading whole-class learning and contributing to planning and assessment processes.

Skills and Experience

8. Strong interpersonal and communication skills, and the ability to form and maintain effective working relationships as part of a team.
9. Experience supporting autistic pupils, including understanding sensory processing needs, using adaptive communication strategies such as visual supports and social stories, and applying trauma-informed practices to create safe and inclusive learning environments.
10. Strong digital skills. Ability to use common software applications; knowledge of best practices for protecting personal and organisation data; and an aptitude for adapting to emerging technologies
11. Previous experience in a role involving supporting or caring for others (either in a paid or voluntary capacity).
12. Ability to communicate effectively and sensitively with different people using a variety of appropriate methods, including a good standard of written and spoken English.
13. Ability to report and record accurately.

Personal Attributes

14. A demonstrable commitment to continuing professional development.
15. An understanding of and commitment to the aims, vision and values of the Liberty Academy Trust and the principles of public life.
16. An enthusiasm for and a positive attitude towards supporting autistic children and young people to lead independent and fulfilling lives.
17. Commitment to safeguarding, inclusion, and professional development
18. A commitment to equality, diversity and inclusion.
19. A patient, caring and supportive nature.
20. High degree of professionalism in dealing with sensitive information, maintaining confidentiality where necessary.
21. Self-directed and able to demonstrate initiative when required.
22. An ability to work flexibly to adapt to change, needs and circumstances.
23. Resilience maturity; able to work effectively in challenging situations

Desirable

24. Hold a recognised HLTA qualification (level4/5)
25. Evidence of training in autism (e.g. Autism Education Trust/SPELL) and specialist skills relevant to SEND and inclusive practice (e.g. Trauma Informed Practitioner)
26. Experience of working with autistic children and young people.
27. An awareness of vulnerable adults and young people's safeguarding issues and legislation
28. Knowledge of educational practices, policies and expectations, ideally to include in relation to pupils with special educational needs.
29. Experience delivering interventions and supporting EHCP outcomes.
30. Completion of LAT Improving Teaching Programme
31. Understanding of the National Curriculum and assessment processes.

All members of the Liberty Academy Trust community are driven by the three core values of courage, determination, and teamwork.

Recruitment Process

Application deadline: 5th October 2025 (midnight)
Interviews: Week Commencing 6th October 2025
Anticipated start date: As soon as possible

We are dedicated to equality, diversity and inclusion. Applications for this job are encouraged from anyone who is suitably qualified and experienced for the role - including those with protected characteristics, and particularly welcome from neurodivergent individuals.

To apply, please submit a fully completed application via our [recruitment portal](#) on the Times Education Supplement (TES) website. Your application should explain why you are interested in this opportunity and, with reference to the person specification, the attributes that make you a suitable candidate. Note that we can only consider applicants who are legally entitled to work in the UK.

For shortlisted applicants, the selection process will be designed to provide opportunities for you to demonstrate your strengths, qualities, and experience in relation to the role. The details will be made clear at invitation stage. We are very happy to discuss adjustments to the recruitment process for those that need it.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2025. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust, who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

For practical reasons, we are unable to provide feedback to candidates who are not shortlisted. However, we will always offer feedback to those who take part in a selection process.

