NORTH HUDDERSFIELD TRUST SCHOOL

Ofsted Good Provider

VACANCY

Literacy Intervention Assistant

APPLICATION INFORMATION PACK



Welcome

Thank you for your interest in the advertised position of Literacy Intervention Assistant at North Huddersfield Trust School. It is a wonderful opportunity for the right person to play a key role in the continuing growth, development and improvement of a truly unique community based educational establishment. Our ethos is to provide a challenging, ambitious, inclusive education designed to create engaged, critical and resilient learners equipped to become the people who define, shape and transform society.

The school opened in 2011 and has more than trebled in size since then. We have 960 students on roll, with three year groups having an above PAN intake. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in the summer of 2026 with the report describing the school as having 'a welcoming ethos' with behaviour that 'is calm and purposeful'. It also highlights our 'ambitious curriculum' and that 'inclusion is at the centre of [our] work'. The provision for Personal Development and Wellbeing is 'rich and broad' with students benefitting 'from an extensive range of enrichment opportunities'. You can read the full report online and I would encourage you to visit our website which provides lots of information about the school, its values, links and identity.

The school is led by a supportive and proactive senior and middle leadership with a commitment to developing research-informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery with teaching being the best it has been during my time as Headteacher. We are determined and confident that this will result in significant and sustained improvements in attainment, as reflected in the most recent Year 11 outcomes.

As Headteacher, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details

Literacy Intervention Assistant
37 hours per week, term time + 5 days
Grade 7 (actual salary £26,642 - £27,979)
Closing date: 9am Wednesday 2nd December 2026
Start date: 4 January 2027

'Pupils enjoy attending North Huddersfield Trust School. They are proud of their diverse school community. Pupils get along well and respect each other. Staff form positive relationships with pupils. Pupils attend regularly because they value what the school offers. Pupils also behave well' [OFSTED - 2026]. Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both for both staff and students.

We are looking to recruit a Literacy Intervention Assistant who will work within the literacy development team to implement reading interventions with identified students in KS3 and KS4.

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please contact Miss Gemma Lewsey, Operations Manager, at recruitment@nhtschool.co.uk or telephone 01484 452100 ext 271.

If you wish to apply for this post please apply through MyNewTerm. The closing date is 9am on Wednesday 2nd December 2026.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2026 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	Literacy Intervention Assistant
Pay scale	Grade 7
Weekly hours	37 hours per week, term time plus 5 days

Role Summary

Under the guidance of the Literacy Specialist, the Literacy Intervention Assistant will implement reading interventions based around phonics, fluency, comprehension and handwriting support. Full training on all aspects will be given as part of the role, with a supporting package of software and resources which will be used to tailor intervention to the needs of the individual student. The interventions are bespoke to the students' individual needs and will be implemented one-to-one or taught in small groups.

Key Responsibilities

1. Reading and handwriting interventions
2. Other duties
3. General

Duties

Key accountabilities	Key tasks
Accountabilities of the role	• Implement reading interventions with students within a one-to-one and small group capacity • Organise timetabled reading interventions for students • Using the training provided in order to carry out diagnostic testing of students' reading need • Utilise and record student data in order to ensure appropriate tracking of student reading development • Create and maintain a positive learning environment where students can thrive • Adhere to deadlines for all assessment, reporting and other aspects of school life as agreed or directed • Liaise with the SEND department, teaching staff and pastoral team members to ensure the individual needs of the student are fully understood and can be supported

Personal development	• Participation in the school's continual professional development programme • Engaging with ongoing training for reading development, including phonics, fluency and comprehension
General	• Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Set an excellent example to students of good behaviour, professionalism and respect • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Assistant Headteacher
Responsible for:	-

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	✓ English GCSE at Grade C or above, or equivalent	✓ Training relating to phonics, literacy or reading development
Experience		✓ Previous classroom based/intervention experience, preferably with students aged 11-16
Specialist knowledge & skills	✓ Possession of high standards of written and verbal literacy ✓ Awareness of best practice on how people learn ✓ IT literate	✓ Previous experience of working with phonics software and training resources
Personal skills	✓ An appreciation of the value of reading and the impact of literacy upon life outcomes ✓ Ability to plan and prioritise tasks ✓ Commitment to personal development and improvement ✓ Outstanding communication skills ✓ Professional resilience with a sensitive and diplomatic approach	
General	✓ Understanding of safeguarding guidance ✓ Ability to adhere to school policies	

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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