

Higher Level Teaching Assistant

Term Time Only

Grade G, Points 8 to 13 (£27,710 - £30,024 FTE)

Actual Salary is £24,371 - £26,406

From January 2027 or sooner for the right candidate

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs E Wheller
Principal

Job Advert

An exciting opportunity has arisen for a Higher Level Teaching Assistant to join the Grace family. We are seeking to appoint a highly motivated, reliable and professional HLTA To support students with Special Educational Needs and Disabilities (SEND) in accessing learning and achieving their full potential within a secondary school setting.

The ideal candidate will have a good understanding of general SEND needs and the needs of those children who are looked after, along with being an excellent team player as we currently have a small SEND department who work closely as a team to support all of our students.

The HLTA will work closely with teaching staff, the SEND department, pastoral teams, parents/carers, and external agencies to provide targeted academic, emotional, behavioural, and social support. The role includes leading interventions, supporting inclusive classroom practice, and delivering planned learning activities for individuals, small groups, and occasionally whole classes.

Key responsibilities of the role will include:

- Supporting students with a variety of needs to access the curriculum and raise their achievement;
- Preparing and supporting the use of resources;
- Developing students' study and organisational skills;
- Supporting a positive culture for learning within the classroom;
- Offering in-class support and to work flexibly on either a one-to-one basis or in small groups with students helping them carry out individual learning programmes.

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;

- Mediacash Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free Eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at sarahmcadam@graceacademy.org.uk or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at sarahmcadam@graceacademy.org.uk by **Friday 6th November 2026**.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

Job Description

Post Title	Higher Level Teaching Assistant (HLTA)
Reporting to	Nurture Lead/SENCo
Salary Grade	Grade G, Points 8 to 13 (£27,710 - £30,024 FTE) Actual Salary is £24,371 - £26,406
Hours	37 hours per week, 39 weeks per year
Location	Grace Academy, Wigston Road, Coventry, CV2 2RH
Job Context	Grace Academy Coventry is a secondary academy with approximately 1,065 students and 130 staff and has been part of Tove Learning Trust (TLT) since April 2019. To support students with Special Educational Needs and Disabilities (SEND) in accessing learning and achieving their full potential within a secondary school setting. The SEND HLTA will work closely with teaching staff, the SEND department, pastoral teams, parents/carers, and external agencies to provide targeted academic, emotional, behavioural, and social support. The role includes leading interventions, supporting inclusive classroom practice, and delivering planned learning activities for individuals, small groups, and occasionally whole classes.
Key Responsibilities	• SEND Student Support – Provide tailored support for students in line with their needs • Teaching and Learning – adapt resources to meet needs and deliver planned interventions • Behaviour and Pastoral Support – Support students with barriers to learning • Assessment and Monitoring – monitor, track and report on student progress • Multi Agency and Team Working – Liaise effectively with all stakeholders and Agencies • Safeguarding - Safeguard and promote the welfare of children and young people at all times.
Job Description	SEND and Student Support • Provide tailored support for students with a range of SEND needs, including: ○ Autism Spectrum Condition (ASC) ○ ADHD ○ Speech, Language and Communication Needs (SLCN) ○ Social, Emotional and Mental Health needs (SEMH) ○ Moderate learning difficulties ○ Physical or sensory needs ○ Support students in accessing the curriculum both in class and through Targeted interventions ○ Promote independence, resilience, confidence, and self-esteem

- Develop positive, professional relationships with students while maintaining clear boundaries
- Support students during unstructured times where required
- Lead on a range of interventions to support progress for our SEND students
- Lead on parent meetings to ensure appropriate support is in place at home and in school
- Support with running early helps for SEND students

Teaching and Learning

- Deliver planned intervention programmes and learning activities
- Adapt resources and teaching strategies to meet individual student needs
- Assist teachers in implementing strategies outlined in EHCPs and support plans
- Reinforce literacy, numeracy, organisation, communication, and social skills

Behaviour and Pastoral Support

- Use restorative and trauma-informed approaches to support behaviour and emotional regulation
- Support students experiencing anxiety, dysregulation, or barriers to learning
- Help create a calm, inclusive, and supportive learning environment
- Work closely with pastoral teams and home to improve attendance, engagement, and wellbeing

Assessment and Monitoring

- Monitor, record, and report on student progress and engagement
- Contribute to reviews, SEND support plans, and EHCP documentation
- Maintain accurate records of interventions and outcomes
- Provide feedback to teachers, the SENCO, and parents/carers where appropriate
- Record and monitor the impact of interventions
- Monitor students termly targets, record progress and use data to set new targets

Multi Agency and Team Working

- Liaise effectively with teachers, parents/carers, external professionals, and support services
- Attend annual reviews, SEND meetings, and professional development sessions
- Support the wider inclusion team in promoting inclusive practice across the school
- Support with TAS and Early Helps for key SEND students

Safeguarding

- Safeguard and promote the welfare of children and young people at all times
- Follow all safeguarding, child protection, behaviour, health and safety, and confidentiality policies

	Other • To undertake any other duty as specified by your Line Manager or ALT not listed above • To undertake training as directed, which may also include First Aid The HLTA will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. This job description is not intended to be exhaustive. The employee may be required to perform other related duties as reasonably assigned to support the smooth and effective functioning of the organisation. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager and/or Principal.
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Person Specification

Job Title: HLTA	Essential	Desirable
Education and Qualifications		
Educated to at least GCSE standard in English and Maths or equivalent	✓	
HLTA Experience and Qualification	✓	
Mental Health First Aid qualification		✓
Team Teach, MAPA, or de-escalation training		✓
Experience		
Experience working with secondary-aged students with SEND	✓	
Experience delivering targeted interventions or support programmes	✓	
Experience supporting students with SEMH and/or autism needs	✓	
Experience working collaboratively with teachers and pastoral teams	✓	
Experience in a specialist resource base or inclusion unit		✓
Experience supporting students with autism or SEMH needs in a secondary setting		✓
Knowledge and Skills		
Understanding of the SEND Code of Practice	✓	
Knowledge of EHCPs and differentiated learning strategies	✓	
Strong behaviour management and de-escalation skills	✓	
Ability to build positive relationships with vulnerable young people	✓	
Good organisational, communication, and record-keeping skills	✓	
Competent ICT skills	✓	
Knowledge of trauma-informed practice		✓
Personal Attributes		

Calm, patient, and adaptable approach	✓	
Empathetic and resilient	✓	
Professional and reliable	✓	
Commitment to inclusive education and student wellbeing	✓	