



Job Pack HLTA Mathematics



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September 2025

Dear Candidate,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The Search Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our vision is to grow strong, sustainable, successful school communities which:

- **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning.
- **Empower** young people to be entrepreneurial and creative leaders of the future
- **Aspire** for young people to discover how they can be the best they can be
- **Reach** out to everyone, celebrate diversity, and leave no one behind
- **Collaborate** to develop a community of shared practice and effective partnerships for school improvement
- **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

These values form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

| | |
|-----------------------|--|
| Post | HLTA Mathematics |
| Grade | SO1 £38,256 to £39,276 (Actual £34,776 to £35,703) |
| Contract | 36 hours a week, 40 weeks per year (term time only) |
| Responsible to | Head of Mathematics |

We require dedicated, talented and energetic Higher Level Teaching Assistant to work at Heartlands High School. The post will be based within both the Mathematics and SEND Department with allocated time working within both faculty areas.

For parents with students who have Special Educational Needs we are the most popular school in Haringey. Currently approximately 12% of students at Heartlands are on the SEN register and we have approximately 60 children with Education and Health Care Plans with a range of needs including ASD, ADHD, global learning difficulties, SEMH, physical and speech and language needs.

Our aim is to support the needs of all students to enable them to access the curriculum. We welcome candidates with focused subject knowledge as well as those with a SEND background. There will be good opportunities for developing the right candidate's career at the school through a thorough training programme. We also consider applications for potential teacher training opportunities from our Higher Level Teaching Assistants.

The role will be adapted to suit the talents and interests of the successful candidates, but will include:

- supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
- delivering small group Maths interventions, including Entry Level
- taking a leading role in managing and delivering mathematical support to students
- assisting in the delivery of Maths
- developing methods of supporting students, both within and outside the mainstream, in achieving success in Maths at Key Stage Three and Key Stage Four
- developing and leading Maths learning groups for students with a range of abilities
- building the confidence of students to engage and achieve in the subject
- identifying and developing suitable pathways for students experiencing difficulty in engaging with the curriculum
- advising staff on general and specific issues around learning, especially in Maths
- contribute to the learning and motivation of all students
- assessing needs and developing and maintaining education and pastoral support plan

- building excellent relationships with students
- promoting inclusion in the school
- ensuring that students are challenged and encouraged to engage in school and aim high
- developing and maintaining excellent relationships with parents and carers to ensure that students are able to enjoy and achieve
- working to meet the learning and behavioural needs of students, including developing and leading individual and small group interventions
- participating in KS3 and KS4 interventions.
- delivering SEARCH days within the school
- set up and develop highly engaging enrichment within the Learning Support department and Maths faculty
- to collaborate and network with primary feeder schools
- to be responsible for 'managing' overseeing the progress of Special Educational Needs within Maths of a number of students across both Key Stages
- organising and promoting Numeracy strategies within the lower sets.
- ensure the behaviour management system is implemented in the subject area so that effective learning can take place.
- liaising with and supporting appropriate staff inside and outside the school to help support students
- undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
- being a form tutor within the house structure, and supporting with administrative work within the house
- assisting in supervising and developing the home learning club and at least one other enrichment activity
- attending staff meetings for curriculum, tutor teams, etc
- supporting and complying with school policies on Child Protection, advising where needed
- providing high quality and flexible support, including on school trips and off site learning
- researching alternative provisions that may support student learning
- establishing productive working relationships with student, acting as a mentor
- setting targets and providing feedback to students
- to undertake cover lessons
- updating faculty displays and house records
- undertaking break duties to support the smooth running of the school



In addition:

Supporting students with a range of needs to ensure their inclusion in the classroom and school community.

Taking a leading role in managing and delivering pastoral support to students.

Supporting and complying with school policies on Child Protection, advising where needed.

Contribute to the learning and motivation of all students promoting inclusion in the school.

Promoting good student behaviour, helping to resolve conflict and encourage responsibility.

Undertaking other duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed.

Supporting and complying with school policies on Child Protection, advising where needed.

Providing high quality and flexible support, including on school trips and off site learning researching alternative provisions that may support student learning.

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort
Achievement
Responsibility
Citizenship
High Aspirations

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.



Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date Signed:

Signature of Postholder:



Name of Postholder:

Person specification

| | Essential | Desirable |
|--|-----------|-----------|
| Qualifications | | |
| Completion of HLTA qualification (although this can be completed when in post) | ✓ | |
| Relevant qualification in a stem related degree or A-level mathematics | ✓ | |
| Good literacy and Numeracy skills and qualifications | ✓ | |
| First aid training or the willingness to undertake it | ✓ | |
| Experience | | |
| Experience of working with or caring for students with additional needs in the 10-18 | ✓ | |
| Some experience of working with or caring for students in the 10-18 age range | ✓ | |
| Good working knowledge of relevant policies and codes of practice | ✓ | |
| Ability to plan and deliver some learning to whole classes and small groups and individuals | ✓ | |
| Understanding of the issues around working with students with all levels of Special Educational Needs and EAL | ✓ | |
| Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment | ✓ | |
| Ability to plan effective interventions for students with a range of needs | ✓ | |
| Skills | | |
| Personal | | |
| A determination to ensure that all students are given the chance to succeed | ✓ | |
| Understanding of child development | | ✓ |
| Flexible approach to working hours | ✓ | |
| A determination to ensure that all students are given the chance to succeed | ✓ | |
| Willingness to reflect on your own practice and develop as a professional. | ✓ | |
| Administrative | | |
| Good Literacy and Numeracy skills and qualifications | | |
| Relations | | |
| Ability to relate well to, and communicate with, children and adults | ✓ | |
| IT Skills | | |
| Ability to use ICT and technology to support learning | ✓ | |

| Other | | |
|---|---|--|
| Commitment to safeguarding and promoting the welfare of children and young people | ✓ | |
| Understanding of the issues, processes and professionals around safeguarding Children | ✓ | |
| Clean Driving License (minibus training desirable) | ✓ | |



Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Higher Level Teaching Assistant – Mathematics

Salary: SO1 £38,256 to £39,276 (Actual £34,776 to £35,703)

Location: Haringey

Responsible to: Head of Mathematics

Closing Date: 8am Monday 29th September 2025

Interview Date: To be confirmed

Heartlands High School has the opportunity to invite a colleague interested in joining our Maths department.

An ambitious and inspiring professional, you believe that teaching is about transforming lives and futures. It's about ensuring that every pupil, whatever their background or level of ability, enjoys the support they need to achieve exceptional results. So, join our team – and enjoy the support you need to make that difference. Bring your talents to Heartlands High School.

We can offer you:

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to SLT and HR Administrator, Sophia Butler
Sophia.Butler@heartlands.haringey.sch.uk



If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

Completed application forms should be submitted on TES by 8am Monday 29th September 2025 and interview date to be confirmed.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

