

# Candidate Pack

## HLTA (Mainstream and The Bridge)

Application Deadline:

9am Tuesday 5 May 2026

Interviews:

Week commencing Monday 11 May 2026



THE  
**BRIAN CLARKE**  
CHURCH OF ENGLAND ACADEMY

[WWW.BRIAN-CLARKE.ORG](http://WWW.BRIAN-CLARKE.ORG)



Listening & Acting Award  
2024/25

edurio

For more info visit:

[careers.cranmereducationtrust.com](http://careers.cranmereducationtrust.com)



PROUD TO BE PART OF  
**Cranmer**  
Education Trust



## Welcome from the Headteacher

Mrs Ash, MA, NPQH

### Thank you for your interest in becoming our new HLTA (Mainstream and The Bridge)

A role in a new school is an opportunity education professionals dream about. You will be part of a talented and committed staff team that is growing a school from Year 7 upwards, supporting the development of its ethos and embedding it into the community of school. We also have the benefit of a brand-new building, with state-of-the-art facilities, and supported by the local, successful, and experienced Cranmer Education Trust.

This is an exciting and challenging role. It is a post for a dedicated, energetic and creative professional. The demands will be varied, interesting and developmental, and will put you at the heart of a school that is in its final year of growth to capacity. The person specification sets out the key experience, commitment and essential professional skills and qualities that we are looking for.

This is a Church of England school and the person we appoint must be able, with integrity, to uphold and model Christian values.

This is an excellent time to join the team as the school has just achieved three out of **four Outstanding judgements** - a testament to the commitment and dedication of an incredible staff team.

Working for The Brian Clarke CE Academy means that you would be part of the Cranmer Education Trust, a successful, growing Trust which prides itself on looking after its people, offering a high-level of support and access to expertise.


Alongside Brian Clarke, the Trust is made up of primary and secondary schools across Oldham and Rochdale. The Trust also incorporates a teacher training school and the East Manchester Teaching Hub and a MFL hub, which support the training and development of new and existing teachers across the North West of England.

For more information, see [www.cranmereducationtrust.com](http://www.cranmereducationtrust.com)



“A focused environment where pupils flourish and enjoy learning together.”

Ofsted report, 2025



Our patron, Sir Brian Clarke, donated a large stained glass window to the school, reflecting the multi-cultural nature of the school and shining light into and out of the building to the community.

The Brian Clarke Church of England Academy opened with a founding team of staff in September 2022 to 240 young people and in September 2026 will be full at 1,200 students.

We moved to our beautiful, purpose-built building in May 2023, situated on our accessible town centre site on Bloom Street, Oldham.

The school reflects the community it serves. It is multi-cultural, multi-ethnic, and multi-faith within a Church of England ethos. There is a balance between faith intake and non-faith intake from 3 concentric circles of one, two and three miles around the school. 'Faith' equally includes all Christians, as well as members of the other five major world faiths of the Interfaith Network.

**The key elements of the curriculum include:**

- A rich, broad EBacc curriculum up to GCSE
- Compulsory Religious Studies within the core curriculum up to GCSE
- MFL (German) to GCSE
- A rich KS3 provision which includes the arts, technology, computing, citizenship, and the Bronze Duke of Edinburgh Award in Year 9
- A sequentially planned pastoral curriculum that builds in worship, CEIAG, and form reading. This takes places daily for 30 minutes.
- An aspirational co-curricular provision built into Period 6, which runs Monday to Thursday 2.45pm – 3.30pm. All students take part in two activities per week.
- A facility to support literacy to catch up (7.45am – 8.10am) each morning.

We aim for all our students to become good human beings: good friends, good neighbours, and good citizens. People we are proud to know. Their social and emotional development, their self-respect, and their ability to self-manage are just as important as their cognitive development. Students who are happy and secure in their school learn well and become successful people. High quality pastoral care is at the core of all we do.



**“There is a strong sense of belonging and community cohesion. It prepares pupils exceptionally well for life in modern Britain.”**

Ofsted report, 2025



## In brief, we are looking for:

- An individual committed to ambition, excellence and community who will work with the staff body to drive the growth and development of The Brian Clarke CE Academy to become an outstanding provider for young people and a school where staff, who are committed and ambitious for young people, take pride in and enjoy their work.
- An individual able to build relationships and rapport with students, parents, carers and colleagues, as well as communicating directly with relevant external agencies.
- Someone who will go the extra mile for students, not because they are asked to but because they want to; someone who will do their utmost to ensure that all of our students' progress to the future destinations of their choice.
- Someone who will inspire students and the staff they work with.
- An excellent communicator with sound analytical skills and a flexible approach.

## We offer:

- Opportunities for professional development in a growing Trust.
- Schools: A strong school community that places children, families and staff at the heart of everything we do.
- A supportive team who will work with and alongside you to achieve the very best.
- LGPS career average pension scheme with a generous employer contribution.
- Generous holiday entitlement and sick pay scheme, increasing with length of service.
- Central Oldham location close to good transport networks



The curriculum is underpinned by a consistent pedagogy that understands how students learn, and a rigorous approach to reading and literacy to build character and resilience.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Cranmer Education Trust follows Safer Recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1974, 2013 and 2020, and appointment is therefore subject to satisfactory Enhanced Disclosure form the Disclosure & Barring Service.

**Applications closing date:** 9am Tuesday 5 May 2026  
**Interview date:** Week commencing Monday 11 May 2026  
**Start date:** September 2026



You can apply for this post on our website, <https://www.brian-clarke.org/vacancies/working-for-us/>

Thank you for your interest. We look forward to hearing from you.

Yours faithfully

Mrs Allison Ash, MA, NPQH  
Headteacher, The Brian Clarke CE Academy



“BCA provided fantastic induction training, which gave me confidence in a new school. All staff were incredibly welcoming and supportive, the friendly team made me feel at home from day one.”

~ Mrs L Goddard  
Head of PE





## PLACE OF WORK

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The Brian Clarke Academy,  
Oldham, Greater Manchester



## LUNCH

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Delicious food available in our school  
Restaurants at just £2.80 for a  
meal & dessert.



## STAFF FELLOWSHIP

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Regular activities for socialising  
and staff wellbeing



## EMPLOYEE ASSISTANCE PROGRAMME (EAP)

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Confidential independent support services  
available to staff when you need it.



## HEALTH SUPPORT

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Free support for health and  
wellbeing, including a dedicate  
Menopause Support Programme



## PARKING

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Free car parking is available on site



## ANNUAL LEAVE

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Annual leave allowance for non-  
teaching staff rises in line with  
years of service



## FLEXIBLE WORKING

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Flexible working arrangements for  
non-teaching staff, and a supportive  
culture to ensure all teaching staff  
are able to work with the flexibility  
they need.



## EMPLOYEE PERKS

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Perks, discounts and cashback  
offers for major retailers, holidays,  
restaurants and bars



## TRANSPORT LINKS

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Well-situated, with Westwood and  
King Street Metrolink stops within 7  
minutes' walk, and Oldham Bus  
Station 4 minutes.



## CAREER PROGRESSION

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A growing school that offers  
real career progression



## BICYCLE STORAGE

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Secure bicycle storage is  
available on-site

# HLTA (Bridge and Mainstream)

**Contract**  
Permanent

**Hours**  
Full Time, Term Time plus 5 days

**Salary**  
Grade 6 (pro rata)  
£27,879 - £30,944 (actual)

As HLTA, you will be working with the SENDCO to develop and deliver an effective Achievement for All function.

## Job Purpose

- To contribute actively to building, communicating and implementing the Trust's vision of Ambition, Excellence and Community and the school's commitment to all young people to 'Let your light Shine'.
- To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
- To complement the professional work of teachers by taking responsibility for agreed learning activities under the supervision of the Assistant Head for Achievement for All, the school's SENDCo and Heads of Core subjects.
- To work with the Senior Leadership team, the school's SENDCO and external agencies and providers where relevant to contribute to bespoke timetables for students using the Bridge for short periods of time.
- To plan, prepare and deliver learning and intervention activities for individuals/groups or short term for whole classes in the Bridge or in Mainstream
- To monitor, assess record and report on students' achievement, progress and development.

## Specific responsibilities

- To work with the Heads of Core to implement and facilitate pre planned learning curriculums in the school's Bridge provision (the successful candidate will need to be confident to implement two of Maths, English and Science to Key Stage 3).
- To work with other professionals in the Bridge to identify relevant interventions to support young people accessing the Bridge.
- To contribute to regular team Achievement for All and Year Group Review Meetings reporting on the progress of students supported in the Bridge and Mainstream
- To work alongside the SENDCo and Assistant SENDCo to ensure appropriate deployment, management and training of teaching assistants.
- To liaise with parents and support the families of students who require additional support.



**“Working at Brian Clarke is special, we are part of building a legacy. We are cultivating a culture that is ambitious for all stakeholders. The staff support for one another is really special, we are one team. Be a part of our journey!”**

- Mr Ahmed, Head of Years  
9 and 10

- To further embed the AFA development plan with all teaching assistants.
- To plan, prepare and deliver learning activities for individuals/groups.
- To coordinate the testing process for access arrangements – additional training will be provided if necessary.
- To monitor, mark, assess, record and report on students' achievement, progress and development.
- To take part in the recruitment, induction, performance management, training and mentoring of teaching assistants.
- Actively promote and comply with safeguarding and child protection legislation in all areas of responsibility.
- Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards.



**“Brian Clarke is a truly special place. Brilliant staff and students and a wonderful culture and routines that allow everyone to shine!”**

- Mrs Carey, Library  
Manager and Worship  
Co-ordinator

## Support for students

- Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations.
- Encourage students to interact and to work co-operatively with others and to engage in activities led by yourself and/or the teacher.
- Assess the needs of students and use specialist skills and detailed knowledge to support students' learning.
- Ensure students' safety, welfare and personal hygiene.
- Administer first aid to students and support students with medical needs.
- Act as a mental health first aider.
- Contribute to the development and review of Individual Education Plans and Pastoral Support Plans
- Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance
- Provide specific feedback in discussion with students on their progress and achievement, in line with school policy

## Support for teachers

- Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.
- Liaise sensitively and effectively with parents and carers as agreed with the teacher/Bridge Manager within your role/responsibilities and participate in feedback sessions/meetings with parents under direction from a teacher.
- Work with the teacher to plan and implement lessons and activities, evaluating and adjusting lesson work and plans according to students' learning styles and individual needs and to meet pre-determined learning objectives.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports as required on student achievement, progress, and other matters, ensuring availability of appropriate evidence.
- Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.
- Be responsible for keeping and updating records in agreed formats, contributing to reviews / systems of records and systems as necessary.
- Collate student reports in liaison with the teacher, inputting data as required.
- Create and maintain an appropriate learning environment in liaison with the teacher and Bridge manager.
- Assist with the display of students' work.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Provide clerical support for teachers, e.g. photocopying, filing, record-keeping, checking of deliveries and placing goods in stock and maintaining records of stock; administering coursework, production of work sheets for agreed activities.



**“As a member of the founding team, I have had the pleasure of growing the BCA family. Our talented team of support staff, teachers and leaders provides the most supportive professional environment you could wish for; one where you can flourish and progress your career.”**

- Ms Dickinson, Director of English

## Support for the school

- Comply with and assist with the development of policies and procedures relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students
- Attend and participate in meetings as required.
- Improve one's own practice through training, observation, evaluation and discussion with colleagues.
- Recognise one's own strengths and areas of expertise and use these to lead, support and develop others
- Organise and deliver out-of-school learning activities within guidelines established by the school / LEA
- Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend the school activities.
- Provide cover for classes during short term absence of teachers within the agreed system of supervision

## Other responsibilities

- To model, implement and champion consistently the 'Brian Clarke Way' across the school so that effective learning can take place.
- To contribute to the school liaison and marketing activities – e.g. providing news for social media, the website, contributing to newsletters to parents.
- To contribute to the effective promotion of the Achievement for All department at Open Days / Evenings/ Information Evenings and other events.
- To actively promote the development of effective links with external agencies and organisations.
- To understand the importance of inclusion, equality and diversity, when working with students and with colleagues, and to promote equal opportunities for all.
- Implement and uphold the policies, procedures and codes of practice of the school, including customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- Take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
- Undertake any other additional duties commensurate with the grade of the post.

While every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification (please see next page).**



## HLTA

In your application form there will be a section about Knowledge and Experience. In this section, please explain to us as fully as you can how you meet the criteria listed in the Person Specification below. Use real-life examples of your work and its impact where possible.

Please do not include a Curriculum Vitae.

Person Specification – HLTA	Essential or Desirable	How identified Application (A) Interview (I)
<b>Qualifications</b>		
HLTA 4b qualification	E	A
Literacy and Numeracy skills equivalent to GCSE Grade C or equivalent	E	A
Has or willingness to obtain basic first aid certificates including mental health first aid	E	A/I
Access arrangements Qualification: Access Arrangements Course (AAC) and Certificate of Competence in Educational Testing (CCET) or CCET with Access Arrangements Course (CPT3A).	D	A/I
<b>Professional Knowledge, Skills and Experience</b>		
Experience of advancing learners' learning in a range of classroom settings, including working with individuals, small groups and whole classes	E	I
Experience of supporting learners with a range of SEND and be aware of a variety of strategies to support learners with SEND	E	I
Ability to communicate with people at all levels	E	A/I
Ability to receive clear instructions both written and oral	E	A/I
Experience in handling sensitive, emotional and difficult situations with parents	E	A/I
Experience of working on own initiative, without supervision	E	A/I
Experience of working with external agencies	D	A/I
Ability to plan and organise workload, making full use of available technology.	E	A/I
Ability to utilise software applications in planning, analysing and manipulating data.	E	A/I
Experience of Organisational Information Systems – input and analysis	D	A/I
Ability to evaluate, assess and formulate improvements to current working practices	E	A/I
Experience of working under pressure and responding quickly to changing demands	E	A/I
Experience and ability to work with confidential information where discretion is paramount	E	A/I
Ability to embrace change within a dynamic working environment	E	A/I
Occasional out of hours working to support school functions	E	A/I
Desire to constantly improve own practice/knowledge through self-evaluation, training and development	E	A/I
Understanding of how trauma can effect a child's behaviour	E	A/I
Positive, open, and friendly attitude to service improvement and delivery	E	A/I
Commitment to the protection and safeguarding of children and young people.	E	A/I
Understanding why safeguarding is important when working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
<b>Ethos</b>		
Support and model the school's Christian ethos with integrity	E	A/I
<b>Safeguarding</b>		
Displays a commitment to the protection and safeguarding of children and young people	E	A/I

**Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**

# How to apply

We only accept applications via our online portal, [careers.cranmereducationtrust.com](https://careers.cranmereducationtrust.com).

Applications must be received by  
**9am on Tuesday 5 May 2026**

Interviews for this post will take place on  
**week commencing Monday 11 May 2026**

If you have any questions or queries, or would just like to chat about the role, please get in touch via e-mail on [hr@brian-clarke.org](mailto:hr@brian-clarke.org)

**We look forward to hearing from you!**

