

Higher Level Teaching Assistant (HLTA) – EYFS to Key Stage 2

Location: Hulme Grammar School

Contract: Full-time, term term only, fixed-term (until August 2026)

Salary: £31,013 FTE; £26,003 pro rata rate

Start Date: ASAP

About Hulme Grammar School

Hulme Grammar School is a thriving independent school committed to providing outstanding education in a supportive and nurturing environment. We are seeking a dedicated Higher Level Teaching Assistant (HLTA) to support pupils across EYFS to Key Stage 2, playing a key role in delivering high-quality learning experiences and covering classes when required.

Role Overview

As HLTA, you will work across the primary phase, supporting teaching staff, delivering planned lessons and assisting pupils of varying abilities to reach their full potential. The role requires adaptability, initiative and a passion for education.

You will be responsible for covering classes when required, ensuring continuity of learning in the teacher's absence. You will also work with small groups and individual pupils to provide targeted interventions and academic support.

Key Responsibilities

Supporting Teaching & Learning

- Deliver lessons to whole classes across EYFS to Key Stage 2, following the teacher's planning and ensuring high-quality learning experiences.
- Support teachers in planning, preparing and assessing learning activities.
- Assist in developing engaging and differentiated resources to support a wide range of learners.

- Provide structured learning support to pupils, including those with SEND, EAL or additional learning needs.
- Deliver intervention programmes for pupils requiring additional support in literacy, numeracy, and other key subjects.

Classroom & Pupil Support

- Work closely with the class teacher to support pupil progress, engagement and well-being.
- Provide one-to-one and small group support to reinforce learning objectives.
- Foster a positive, inclusive and nurturing learning environment where all pupils feel supported.
- Use effective behaviour management strategies to maintain a calm and productive classroom atmosphere.
- Support the social and emotional development of pupils, encouraging confidence, resilience and independence.

Covering Lessons

- Supervise and teach classes in the teacher's absence, ensuring continuity of learning.
- Adapt teaching methods to meet the needs of different year groups and abilities.
- Provide feedback to teachers on pupil progress and behaviour after covering lessons.

Assessment & Progress Monitoring

- Assist with marking, feedback and pupil assessments in line with school policies.
- Track and record pupil progress to support targeted interventions.
- Liaise with teachers and SENCO to contribute to Individual Education Plans (IEPs) and pupil support strategies.

Wider School Contribution

- Work collaboratively with colleagues to support school-wide initiatives and events.
- Support pupils during break times, extra-curricular activities and school trips.
- Form part of the duty rota for playtimes and lunchtimes as appropriate.
- Run at least one weekly club.
- Maintain high standards of safeguarding and pupil welfare, reporting concerns in line with school policy.

Key Skills & Attributes

Essential Skills & Competencies

- HLTA qualification (or equivalent Level 4 qualification) OR substantial experience as a higher-level teaching assistant.
- Experience of working across EYFS, Key Stage 1, and Key Stage 2.
- Ability to deliver whole-class lessons confidently and effectively.
- Strong understanding of the EYFS Framework and National Curriculum.
- Excellent classroom management and behaviour management skills.
- Ability to support pupils with diverse learning needs, including SEND and EAL.
- Strong literacy and numeracy skills, with the ability to support interventions.
- Proficiency in using educational technology and digital resources.
- Excellent communication skills, both written and verbal.
- Ability to work collaboratively with teachers, parents and external professionals.
- High levels of initiative, adaptability and a proactive approach to supporting learning.
- A commitment to safeguarding, child protection and equal opportunities.

Desirable Skills & Competencies

- A degree or additional qualifications in education, child development or SEND.
- Training in specific interventions (e.g., phonics, maths mastery or speech and language support).
- Experience of planning and leading enrichment sessions.
- Familiarity with assessment tools used to track pupil progress.
- Experience supporting pupil mental health and well-being initiatives.

Safeguarding & Equal Opportunities

Hulme Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to complete an enhanced DBS check and provide satisfactory references.

We welcome applications from candidates of all backgrounds and are committed to creating an inclusive and diverse working environment.