



HLTA APPLICATION PACK

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Letter From the Headteacher

Dear Applicant

Thank you for your interest in the post of HLTA. This is an excellent opportunity for the right person to join Willowfield at an exciting time. You will find further information about the role attached to this letter.

It is my great pleasure to welcome you to Willowfield School.

Willowfield School exists to serve children. Children get one chance at education, and it is our responsibility and privilege to ensure the educational experience for all children is rich and rewarding.

Children come to Willowfield and are given excellent pastoral care, feel happy, are safe and experience an excellent curriculum.

We develop our children as kind, curious, respectful, conscientious and independent young people who leave us ready to choose their futures and eager to embrace challenge

Willowfield is very proud to have been serving our community; educating, and caring for children for over 100 years. Willowfield is a happy, oversubscribed and financially secure school doing great work – as was so clearly identified in the October 2021 OFSTED inspection. Such is our popularity that we have been expanding over the last few years and have an exciting building project giving us even more exciting facilities which is nearing completion.

Willowfield is characterised by great relationships, every member of our community is part of the Willowfield family. The school ethos and values are centred on developing our young people as great citizens and this infuses the whole curriculum and learning experience. We have a happy, dedicated, and excellent staff team who work tirelessly for our children. We have strong partnerships with local schools and colleges and are involved in many community projects.

We are a mixed 11 to 16 comprehensive school within the London Borough of Waltham Forest. Willowfield is a truly inclusive and international multicultural school. There are around 50 different languages spoken in the homes of our children. We serve a diverse community and are a committed equal opportunities employer.

I hope that this information is helpful but if you would like to find out more before applying, informal school visits are warmly welcomed and encouraged. To make an appointment please contact us on 0208 527 4065 or by e-mail at: recruitment@willowfield-school.co.uk. If you decide that you would like to take your interest further, then I look forward to reading your application. Applications consisting of a fully completed application form (CVs will not be accepted) and a covering letter should be submitted by noon on 15th May 2026. If you are successful in being selected for interview, references will be requested immediately. All applications will need to be sent to recruitment@willowfield-school.co.uk.

Candidates should note that as Willowfield School is committed to Safer Recruitment practices and procedures, online checks will be carried out on all applicants and shortlisted applicants will be questioned about their commitment to the safeguarding and promotion of the welfare of young people.

Yours faithfully,
Rebecca Linden
Headteacher

Vision, Values and Ethos

At the end of the Willowfield experience, we want our pupils to be able to compete with anyone, anywhere, professionally and personally, in the world that is their future.

- Our school is a safe, happy, exciting place - a vibrant learning hub at the heart of its community.
- We are driven by the belief that schools exist for children, our pupils are at the core of everything we do. We are committed to nurturing and challenging them, so they thrive and flourish, making great progress as learners and as people.
- Great lessons, complemented by enriching experiences beyond the classroom, challenge and inspire everyone to do the best they can. We are ambitious and aspirational, inspired by the belief that our pupils will achieve the most amazing things.
- We celebrate our wonderfully diverse school community and embrace the opportunities available in the greatest international city.



- Success at all levels is celebrated and we intervene immediately when pupils are not reaching the heights they should. Time is precious, a culture of healthy vigilance ensures we never overlook underachievement.
- Some pupils face significant barriers, but this is not used as an excuse for underachievement, we endeavour to understand and support so that these barriers are overcome.
- All members of staff are on their own learning journey and are committed to growing and nurturing all in the school community, thereby creating a great learning culture. We are reflective, outward facing professionals committed to continually improving the Willowfield experience.
- Everyone in the school is proud to be at Willowfield and work together to contribute to the great community that is Willowfield.
- Our young people develop into great citizens able to play a full, positive, and productive part in twenty-first century society



About the School

Willowfield is a happy, successful, expanding and oversubscribed mixed 11 to 16 community school.

Willowfield has been proudly serving the local community since 1903 and we are delighted to continue to provide a great learning experience for the young people of our community. Our vision is based on inspiring, challenging and supporting every pupil to be the best they can be.

Willowfield pupils build on their strengths and overcome their personal barriers, enabling them to compete with anyone, anywhere, as successful, confident, well-rounded citizens able to shape the future and make a difference.



“ Pupils enjoy their education at Willowfield School. ”

- Ofsted, 2021

We are proud to be a local community school that gives our pupils the best possible start in life. Our school community is amazingly diverse with more than 50 home languages spoken. Our inclusive ethos is characterised by a striking culture of mutual respect and support. We have strong partnerships with local schools and colleges and are involved in many community projects. Pupils from a wide range of backgrounds are welcomed and flourish within a safe and caring environment. We plan learning experiences that closely meet their needs and excite them. Their views on teaching and their learning are listened to, and we act on these to continuously improve our provision.

There is a broad and interesting extra-curricular programme on offer to all pupils. Pupils are encouraged to engage and explore, and our Artsmark Award reflects the range and quality of creative activities they can access. There are many opportunities to take on responsibility and we have an active pupil leadership team who play a real role in helping shape the direction of the school. Our partnerships with parents and carers are key to the happiness and success of our pupils. We value highly the support we receive from our parents and carers, and pride ourselves on the work we do with them to keep their children safe, happy and achieving well.



We celebrate success and ensure that parents and carers are kept informed about their child's progress throughout their time with us. Sometimes pupils need some additional support to flourish and manage themselves effectively and we are committed to working closely with pupils and their families to develop strategies to help them fulfil their potential, overcoming any challenges to their happiness, learning and progress.

“ Thank you Willowfield for going above and beyond to help my child – I see teachers at the gate every day and I know they care about my child. ”

- Parent



The school is in Walthamstow, a vibrant and diverse area in north east London in the London Borough of Waltham Forest. Historically Walthamstow was a rural village, but it grew rapidly during the 19th and 20th centuries due to the expansion of London's railway network. Today it is a bustling urban area with a rich culture and artistic scene as well as plenty of green spaces and local amenities. In recent years it has undergone significant redevelopment including the opening of a new cinema complex and the regeneration of several public spaces.

Transport links are excellent, with the school being just a few minutes' walk from Blackhorse Road Underground Station on the Victoria Line. This line runs from Brixton in south London to Walthamstow Central through four major transport hubs: Vauxhall, Victoria, Euston and Kings Cross. Blackhorse Road is also on the London Overground orbital railway.

Key Information

Status	Community School
Last Ofsted	October 2021
Ofsted Judgement	Good
Forms of Entry	7 forms of entry from 2021
Year Established	1903
Type of School	Comprehensive, coeducational
Local Authority	London Borough of Waltham Forest
Age Range	11 to 16
Number of Pupils on Roll	1035
% of SEND Pupils	20%
% of EAL Pupils	35%
% FSM Pupils	27%
% of Pupil Premium Pupils	34%
School Website	www.willowfield-school.co.uk





What People Say About Our School

“ I love that in the school there’s a lot of teachers who can help you at any time. Willowfield is a good school that gives us a good education, letting us get the grades we want. ”

- Year 11 student

"Leaders often go the extra mile to make sure that vulnerable pupils benefit from the opportunities provided by the school." - **Ofsted, 2021**

"Pupils behave well. Pupils know what is expected and follow the school’s rules. They move around the school calmly and sensibly." - **Ofsted, 2021**

"Willowfield is special because of the people in it. There are so many diverse individuals in this school."
- **Year 7 Pupil**

"What strikes any visitor to Willowfield is the strong sense of community: the team-work of staff; the harmonious relationships between staff and pupils; the way younger and older pupils listen to one another’s views."

- **Roy Blatchford CBE, 2019**

"My teachers and my friends help me change myself for the good. Our school is very supportive of our needs."

- **Year 11 Pupil**



“ The school have been really welcoming and supportive and my child is happy which above all is what any parent wants for their child. ”

- Parent



HLTA Job Description

Reports to: SENDCO

Pay scale: SO1 Spinal Point 23-25 (£37,068 - £38,058) according to experience and qualifications
+ Outer London Allowance. Actual pro rata pay (£32,752-£33627)

Contracted Hours: 36 Hours

Contracted Weeks: 46.07, 195 days, (190 school days, 5 inset days)

Disclosure level: Enhanced DBS with barred adult and child lists

Main Purposes of Job:

To proactively lead and manage the Specialist Resource Provision and to undertake tasks, duties and responsibilities as directed by the SENDCO. Specifically, supporting the pupils allocated to the SRP and overseeing the delivery of their curriculum. The HLTA is responsible for organising and delivering intervention classes and small groups on a regular basis as determined by the need of the cohort. The HLTA will be the school's representative at appropriate meetings or reviews.

Main Responsibilities

Intervention:

- Manage, plan and deliver group and individual support using appropriate resources
- Ensure that intervention pupils are supported to improve their learning including literacy, numeracy, speech and language, exam skills and access, social skills and others as required.
- Ensure the correct pupils are targeted to the right intervention programmes and attend
- Keep up to date records of pupil progress in agreed format and timescales
- Liaise with relevant staff and leaders about needs, progress and achievement of pupils
- Lead and attend meetings that relate to pupils that are accessing support

Support for Pupils:

- Provide support to help the targeted pupils feel safe and cared for
- Develop relationships with parents and enable them to support their children through parent/carers' workshops and information evenings etc.
- Work with the SENDCO to ensure SEND pupils have a smooth transition from year to year, using available information to plan appropriate support
- Act as a key worker for pupils as directed by the SENDCO
- Monitor the progress of selected pupils with SEND in the allocated group and identify gaps for intervention
- Provide feedback about pupils in relation to progress and achievement
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within groups or the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Contribute to the annual review process for the Inclusion department
- Coordinate and review the SEND provision for each pupil on the SEND register on a termly basis, involving parents in this process.

Support for the Curriculum:

- Lead and manage delivery of the curriculum for the Specialist Resource Provision
- Support the SENDCO with ensuring special arrangements for exams are in place
- Promote independence and employ strategies to recognise and reward achievement of self- reliance
- Liaise with relevant external agencies and other schools to ensure best practice for targeted pupils
- Support the use of IT in learning activities and develop pupils' competence and independence in its use
- Determine the need for, prepare and maintain general and specialist equipment and resources

Support for the Teacher:

- Work with teachers to differentiate lessons and work plans
- Monitor and evaluate pupils' 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, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the SENDCO, contributing to reviews of systems/records as requested
- Meet with teaching staff as part of the annual review schedule or department meetings to ensure best practice
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the SENDCO within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc and support with online learning

Support for the School:

- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and diversity, and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in training and development of staff as appropriate
- Undertake planned supervision of pupils out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Assist with the development, reviews and implementation of EHCPs or pupil profiles.

Line Management responsibilities (where appropriate):

- Liaise with all relevant staff
- Lead regular team meetings where appropriate (in consultation with SENDCO)
- Support with recruitment/induction/appraisal/training/mentoring for other LSAs
- Manage the daily timetable for the provision

General

- Actively follow and promote school policies and procedures
- Foster positive links between school and home
- Participate fully in appraisal and training relevant to the post
- Be fully conversant with safeguarding procedures and follow all procedures
- Be prepared to train as a first aider if necessary and administer first aid to staff or pupils
- Carry out other duties within capabilities at the direction of the Headteacher

The deadline for applications is 15th May 2026