



**TAME RIVER  
EDUCATIONAL  
TRUST**

# **Higher Level Teaching Assistant – Hyde High School Candidate Information Pack**

**Great schools in which to learn, teach and belong.  
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of Higher Level Teaching Assistant with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson  
Chief Executive Officer

## An Introduction to our Trust Schools



### **Droylsden Academy**

#### **Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

### **Mossley Hollins High School**

#### **Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

### **Hyde High School**

#### **Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe**.

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.

## Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at Hyde High School.



To apply for the role please complete the application form – available to download from our website and return it to [L.Phillips@hydehighschool.uk](mailto:L.Phillips@hydehighschool.uk)

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

**Advertised:** Monday 1<sup>st</sup> June 2026

**Closing date for Applications:** Monday 22<sup>nd</sup> June 2026

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### **Safer Recruitment**

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### **Equal Opportunities**

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<b>Job description</b>	
<p>The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<b>Job Title:</b>	Higher Level Teaching Assistant
<b>Reporting to:</b>	SENDCo
<b>Hours &amp; Salary</b>	Grade F, points 17 – 22 (Current Full-time equivalent salary range is £31,022 - £33,699, this will be subject to a pro-rata calculation for term-time only working arrangements)
<b>Role Overview</b>	<p>As a Higher-Level Teaching Assistant, you will play a key role in supporting high-quality teaching and learning across the school. Working closely with teachers and the wider pastoral and SEND teams, you will deliver targeted interventions, provide in-class support, and help to ensure all students, particularly those with additional needs, are able to achieve their full potential.</p> <p>You will take responsibility for planning and delivering intervention programmes, monitoring and tracking student progress, and acting as a key worker for identified pupils, including those with SEND and EHCPs. The role also involves providing short-term cover supervision, supporting behaviour management in line with school policies, and contributing to enrichment activities and educational visits.</p> <p>In addition, you will establish strong, positive relationships with students, acting as a role model and supporting both their academic progress and personal development. Working collaboratively with staff, parents, and external agencies, you will help create an inclusive, supportive, and high-expectation learning environment across the school.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding:</b>	<p>The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.</p>



**Main duties and responsibilities:**

**As a Higher Level Teaching Assistant, you are expected to:**

1. Deliver all agreed interventions, recording achievements, progress, and feedback and provide reports as necessary.
2. Use ICT as appropriate in this work.
3. Prepare, maintain, use and improve all resources required to meet the lesson plans/learning activity or tutorial.
4. Comply with all policies and procedures related to child protection, health, safety, security, confidentiality and data Protection.
5. Liaise with other agencies as agreed and appropriate.
6. Attend and participate in all meetings relevant to the role.
7. Support enrichment and extra-curricular activities as required.
8. Establish excellent learning relationships with the students, acting as a role model and setting the highest of expectations for progress, learning habits and behaviour.
9. Respond to the academic and pastoral needs of individual students.
10. Act as a key worker to students on the SEND register and students with EHCPs, and provide termly reviews for key students.
11. Track and monitor the academic progress of individual students
12. Devise and tutor on all necessary intervention programmes and planned group work.
13. Provide feedback to students and their parents in relation to progress and achievement.
14. To provide short-term cover supervision across school for up to 5 lessons per week across all subjects.
15. To offer personal care for pupils with medical needs in line with Health Care Plans.
16. To support educational visits where necessary.

**When supporting the Teacher:**

1. Have a good prior knowledge and understanding of the key concepts and skills identified in the schemes of work, to maximise teaching output.
2. Challenge and support students to access and benefit from the teaching and faculty on offer.
3. Monitor, track and evaluate students' oral and written responses to their learning through observation and planned recording against pre-agreed learning objectives.
4. Provide objective and accurate feedback and report as required.
5. Keep and update records.
6. Administer and assess tests.
7. Deal promptly with poor behaviour in-line with the school's behaviour policy.
8. Liaise with parents and carers, as appropriate.
9. Escort students as necessary and assist in the movement around school.
10. Provide resources for pupils where appropriate.
11. To liaise with leaders where appropriate, to enable quality support to take place.



	<p><b>As a member of staff, you are expected:</b></p> <ol style="list-style-type: none"><li>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.</li><li>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School.</li><li>3. To have a responsible and diplomatic approach to matters of a confidential nature.</li><li>4. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day.</li><li>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.</li><li>6. To undertake any other duties that might be reasonably requested, by the Headteacher, Curriculum Leader, Line Manager, or any other member of the senior leadership team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</li></ol>
<p><b>Health and Safety:</b></p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
<p><b>General:</b></p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Teaching Assistant Qualification.</li> <li>GSCE Maths &amp; English (or equivalent level 2 literacy &amp; numeracy qualifications)</li> <li>Willingness to undertake any training relevant to the post.</li> </ul>	<ul style="list-style-type: none"> <li>Degree.</li> <li>HLTA Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's original certificates.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working as a Teaching Assistant.</li> <li>Proven track record of successful working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working with SEN children.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form.</li> <li>Interview.</li> <li>Professional references.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent organisational and time management skills.</li> <li>Operational knowledge of school systems, policies and procedures.</li> <li>Ability to keep accurate written records and support the development of pupils with confidence.</li> <li>Excellent communication skills.</li> <li>Excellent at establishing effective relationships with colleagues, pupils and stakeholders.</li> <li>Ability to manage multiple tasks and deadlines.</li> <li>Work flexibly and constructively as part of a team, understanding school roles and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Up to date knowledge of child welfare issues.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form.</li> <li>Interview.</li> <li>Professional references.</li> </ul>



<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Passion for helping children and young people learn</li> <li>• Trustworthiness and integrity.</li> <li>• A warm, friendly, and patient manner.</li> <li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential.</li> <li>• Discipline and time management skills</li> <li>• A belief in the value of others.</li> <li>• A willingness to learn new skills and approaches and to share experiences with others.</li> <li>• Competence in standard office software including advanced Excel skills. A detailed understanding of school IT systems and their benefits.</li> <li>• A sense of humour.</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview.</li> <li>• Professional references.</li> </ul>
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**Employee Acknowledgement**

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Higher Level Teaching Assistant.

Signed: .....

Date: .....



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