



Higher Level Teaching Assistant Application Pack

Contents:-

- Welcome
- Job Purpose & Key Responsibilities
- Person Specification
- How to apply?

Blanford Mere Primary School

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Dear Applicant,

Thank you for your interest in the position of Higher-Level Teaching Assistant (HLTA) for Key Stage 2 at Blanford Mere Primary School. I hope that you will find this information helpful. Should you wish to learn more about our school, you are warmly encouraged to visit, meet our wonderful children and dedicated staff, and gain a deeper understanding of both the role and our school community.

Blanford Mere Primary School is based in Kingswinford. We are a welcoming community school with delightful children, supportive parents, and a committed team of staff and Governors who work closely together to ensure that every child achieves their very best. With approximately 313 pupils on roll, we were judged to be a 'Good' school by Ofsted in February 2023. Our peaceful, safe, and spacious grounds provide excellent opportunities for children to learn, explore, and play.

As a school, we are committed to the ongoing development of our staff through high-quality Continuous Professional Development and the sharing of best practice. Our team is reflective and forward-thinking, always striving to enhance teaching and learning in order to provide an engaging and enriching curriculum that fosters a lifelong love of learning.

We are seeking to appoint a skilled and enthusiastic HLTA to support teaching and learning across Key Stage 2. The successful candidate will bring energy, initiative, and a passion for education, with the ability to motivate, support, and inspire our children. This role will involve working closely with teachers to deliver high-quality learning experiences, leading groups and whole-class sessions, and supporting pupils to make strong progress.

Our children deserve an HLTA who values each child as an individual and is committed to helping them reach their full potential. We are looking for someone with strong curriculum knowledge, excellent classroom practice, and the ability to adapt learning to meet the needs of all pupils. Experience of supporting a range of learners, including those with additional needs, would be highly beneficial.

If you would like to be part of our dedicated and supportive team, if you are passionate about making a difference to children's lives, and if you are committed to developing your own practice, we would be delighted to receive your application.

Best wishes,

Kerry Crook
Headteacher

Job Purpose

To support teaching and learning across Key Stage 2 by delivering high-quality classroom support, leading learning activities, and occasionally covering whole classes in the absence of a teacher. The HLTA will work collaboratively with teaching staff to raise pupil attainment and ensure all children are engaged, supported, and challenged.

We can offer you:-

- A 'Good' school (Ofsted February 2023)
- Highly motivated staff and knowledgeable governors
- A leadership team whose focus is on improving outcomes for our children
- Children who value learning and supportive parents
- An ethos of valuing staff and their Professional Development
- A stimulating learning environment which is conducive to learning

Person Specification

Essential

- HLTA qualification or equivalent experience.
- Experience working in a primary school, particularly within Key Stage 2.
- Strong understanding of the primary curriculum.
- Ability to lead whole-class teaching confidently.
- Good literacy and numeracy skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.

Desirable

- Experience supporting pupils with SEND.
- Training in specific interventions (e.g., phonics, maths programmes).
- First Aid qualification.

Teaching and Learning

- Plan, prepare, and deliver learning activities for individuals, groups, or whole classes under the direction of a teacher.
- Lead whole-class sessions during short-term teacher absence.
- Adapt learning activities to meet the needs of all pupils, including those with SEND, EAL, or higher ability.
- Assess, record, and report on pupil progress, providing feedback to teachers.
- Support the implementation of the Key Stage 2 curriculum.

Pupil Support

- Promote positive behaviour in line with the school's behaviour policy.
- Support pupils' social, emotional, and academic development.
- Encourage independence and resilience in learning.
- Provide targeted interventions to support pupil progress.

Classroom and Resource Management

- Prepare and organise classroom resources and learning materials.
- Maintain a safe, inclusive, and stimulating learning environment.
- Use ICT effectively to support learning.

Collaboration and Communication

- Work closely with teachers, support staff, and external professionals.
- Communicate effectively with parents/carers where appropriate.
- Contribute to planning meetings and staff training sessions.

Administrative Duties

- Assist with record-keeping, marking, and assessment tasks.
- Support the organisation of trips, events, and extracurricular activities.

Deadline for applications: 13th May 2026

Tour dates: Tuesday 5th May at 9.30am & Friday 8th May at 3:45pm

Shortlisting: 14th May 2026 PM

Interviews will take place on: Monday 18th May 2026