

# Higher Level Teaching Assistant Application Pack





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community school  
and sixth form

June 2026

Dear Applicant

**Higher Level Teaching Assistant - The Weald School**

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

An application form should be completed, and when completing the Skills & Competencies section of the form, please outline how your experiences, skills and abilities equip you for the role. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am on Tuesday 30 June 2026** and interviews will be held at the end of the same week.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for an interview.

You should email your completed application form to [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk), or send by post to me at the school address below. Should you have any specific questions relating to this post, please contact our HR department on 01403 787200 or via email on [jobs@theweald.org.uk](mailto:jobs@theweald.org.uk)

Yours sincerely,

Sarah Edwards  
Headteacher

## JOB DESCRIPTION

### Higher Level Teaching Assistant

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### Job details

**Salary:** NJC Grade 8 (Points 20-24): £32,597 - £35,412, actual salary £28,208 - £30,645

**Hours:** 37 hours a week, term time only + INSET days

**Contract type:** Permanent

**Reporting to:** Director of Inclusion (SENDCo) and Deputy Headteacher (with responsibility for SEND)

#### Main Purpose

- The primary focus is to undertake educational provision with individuals and groups within a framework agreed with and under the overall direction and supervision of the SENDCo

#### To provide care for SEND students by:

- Working with the SENDCo to identify and overcome barriers to a student's mainstream curriculum provision
- Collaborating with teachers in planning and delivering programmes of teaching and learning activities for small groups of students
- Assisting the SENDCo in working closely with Heads of Year, Heads of House, Subject Leaders and teaching staff to plan personalised programmes of learning where appropriate
- Working closely with the Headteacher, senior leaders, SENDCo and colleagues in leading the spiritual, moral, physical and emotional well-being of all students
- Liaising with the Manager of the Behaviour Hub (RTL) to support supervision and monitoring of students whose SEND needs cause behavioural concerns
- Being a professional role model in dealing with students, staff, parents and other stakeholders
- Taking on any extra responsibilities which might from time to time be determined

## Duties and Responsibilities

### Operational Tasks

<p><b>Inclusion Department</b></p> <ul style="list-style-type: none"> <li>● Assess the needs of pupils and use detailed knowledge and specialist skills to support students' learning in mainstream classrooms</li> <li>● Provide specialist support to students with learning, behavioural, communication, social, sensory or physical difficulties in mainstream classrooms</li> <li>● Provide students, parents and staff with advice regarding additional support</li> <li>● To support the Inclusion Manager in reviewing provision and Pupil Passports</li> <li>● To support teaching staff in reviewing provision and Pupil Passports</li> <li>● Lead small group and 1 to 1 support for students to return them to mainstream classrooms</li> <li>● Contribute to and plan CPD for Inclusion team</li> </ul>	<p><b>Whole School</b></p> <ul style="list-style-type: none"> <li>● Monitor and support the return of students to mainstream classrooms</li> <li>● Contribute to extra-curricular activities</li> <li>● Contribute to the 'Opportunity &amp; Community' ethos of the school</li> </ul>
<p><b>Working with stakeholders</b></p> <ul style="list-style-type: none"> <li>● Establish and maintain good communication with all teachers</li> <li>● Assist the SENDCo in liaising with parents to ensure that individual students' needs are met effectively</li> </ul>	<p><b>Working with the Behaviour hub</b></p> <ul style="list-style-type: none"> <li>● Assist SENDCo and Manager of the Behaviour Hub (RTL) in intervening and supporting alternative planning pathways for students with SEND</li> <li>● Provide small group support for students with EHCPs and behavioural difficulties</li> </ul>

### Other areas of responsibility

- Expectation to undertake at least 1 lunch duty per week
- To undertake any other duties appropriate to the grade and character of work as may reasonably be required

## Higher Level Teaching Assistant: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> <li>Reliability, honesty and a commitment to maintaining confidentiality</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The ability to handle sensitive matters with discretion and in confidence</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to take personal responsibility for organising and meeting targets</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Self-motivated with the ability to enthuse and motivate others</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Personal and confident manner</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The ability to establish good working relationships with a wide range of students, staff, parents and governors</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>A professional approach to your own personal and career development</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>A commitment to continuous development and improvement, team working and the highest possible professional standards</li> </ul>	✓	
Qualifications and Training	<ul style="list-style-type: none"> <li>Good standard of education across a range of subjects, including a minimum of Level 3 qualifications in a related academic subject</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>HLTA qualification or similar</li> </ul>	✓	
Experience	<ul style="list-style-type: none"> <li>Clear understanding of SEND issues within an educational environment</li> </ul>	✓	
Skills and Knowledge	<ul style="list-style-type: none"> <li>Excellent interpersonal, communication and presentation skills with particular reference to young people</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>An understanding and sympathy for the needs of students across different abilities, age ranges and social backgrounds</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The ability and commitment to work as part of the Inclusion and wider school team to support the experience of young people</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to work under pressure with a range of conflicting priorities</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Good analytical, literacy and numeracy skills</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to organise and prioritise work effectively, to plan action to meet deadlines and to complete tasks independently</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>The capacity to learn new skills, take on the initiative and generate ideas</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Good ICT skills, particularly Google Docs and Microsoft</li> </ul>	✓	
	<ul style="list-style-type: none"> <li>Ability to instigate, review and manage change</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to lead small group CPD for Teaching Assistants</li> </ul>	✓		

### Safeguarding Statement

*This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references. We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.*

## About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2025, our Year 13 students achieved results which put us, yet again, in the top 10% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024\*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

\*There are no Progress 8 measures for 2025 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

## About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

**The Weald School offers all students:**

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

**What our students think about the school:**

- *“Lessons are fun, and the school has a good atmosphere” - Year 7 student*
- *“The teachers have a good attitude to learning and we are encouraged and can hold our own opinions” - Year 10 student*
- *“We are able to talk to our teachers about issues and they make a real difference in our lives” - Year 9 student*
- *“I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work.” - Year 12 student*
- *“There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process.” - Year 13 student*

Sarah Edwards  
Headteacher

September 2025