

Higher Level Teaching Assistant

Information Pack

Salary:

Scale 5, Point 12 - 15

£34,359 to £35,892 (FTE)

£29,819 to £31,150 (Actual)

Closing Date:

17th October 2025

Interview:

23rd October 2025



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Welcome Letter

Dear Applicant,

Thank you for your interest in joining Viridis Schools. We are looking to appoint a skilled individual who wants to make a difference to the life opportunities of our children and families and someone who is able to effectively support our inclusion team.

Viridis Schools (Orchard, Southwold and Hoxton Garden Primary Schools) have been working in a very successful partnership for over 5 years. We have a joint Governing Body and strong links to our Local Authority, the London Borough of Hackney. Each school has its own leadership team who work together with the common aim of giving children the very best. We have very high standards for what can be achieved with the benefits of shared expertise. Although many of our pupils come from disadvantaged backgrounds or speak a language other than English, we do not use this as an excuse for underachievement and have the same ambition for all pupils regardless of circumstances. Disadvantaged pupils at our school achieve significantly better than those nationally because of this belief, ambition and hard work.

If you would like to learn more about us and what we do, there is more information on our school websites including an outline of our curriculum and our aims in more detail. We would also be delighted to give you a tour and answer any questions that you may have. Please read on to find out how to book a tour to view our schools in action. Our contact details can be found at the end of this information pack.

Yours sincerely,

Stephen O'Brien
Executive Headteacher



What we can offer:

- Successful, well-resourced community school settings
- A genuine opportunity to make a difference
- Professional development and an opportunity to enter our apprentice teacher post graduate scheme
- An exciting, well organised and vibrant environment in which to work.
- A great team of staff and a three-school community who deserve the very best

Who we are looking for:

In particular we are looking for someone who:

- Has a minimum 2 years' experience working in a school setting with experience of covering whole classes
- Has secure knowledge of the National Curriculum
- Is an excellent communicator, with the ability to earn the trust and respect of others.
- Is able to work to their own initiative as well as part of a team
- Puts children and their right to an excellent education first

How to Apply



Job description & person specification

Read the job description and person specification carefully

01



Application Form

Complete the application form either electronically or print it off and hand write it

02



Supporting statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



Teaching History

Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you are currently working with (if applicable)

04



Send Application Form

Send your completed application via email or post.

Email:

communications@vs.hackney.sch.uk

Post:

Amy Nguyen (Senior Administrative Officer)
c/o Hoxton Garden Primary School, Ivy Street
London, N1 5JD

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Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Visits are warmly welcomed and encouraged. Please contact Amy Nguyen (Recruitment) to arrange a school visit on 0207 7398591. Alternatively, to request an application form and job description email us at: communications@vs.hackney.sch.uk

We look forward to receiving your application!

Job Description

Grade:

Scale 5, Point 12 - 15

Salary Range:

£34,359 to £35,892

Actual Salary Range:

£29,819 to £31,150

Hours of work:

36 hours a week, Term-Time

Job Summary

To work under the direct instruction of teaching/senior staff and or deliver lessons and supervise pupils covering for teaching staff, to support access to learning for pupils and provide general support to the teacher in the management of pupils and classroom.

Main Duties**Support for planning:**

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons / work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures, where required.

Teaching and Learning:

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide verbal and written feedback on learning, pupil responses and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured lessons in line with planned content.
- Be familiar with lesson plans, IEP targets and learning objectives.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning and within the classroom environment.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.

Job Description continued

- Progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present.
- Organise and safely manage the appropriate learning environment and resources.
- Promote and reinforce children's self esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Monitoring and Assessment:

- With teachers, evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement. Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings where required.

Behavioural and Pastoral:

- Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.
- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.
- Provide physical support and maintain personal equipment where pupils have individual need, where required.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities, where required.
- This is a description of the main duties and responsibilities of the post on the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Job Description continued

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To assist in the general care of the school environment by undertaking tidying of general areas.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service and delivery and employment practice.
- The post holder must at all times carry out their responsibilities with due regard to The Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

Qualifications	Essential	Desirable
Grade 'C' or above in GCSE or equivalent	✓	
Evidence of Literacy skills	✓	
Evidence of Numeracy skills	✓	
Experience	Essential	Desirable
Experience working with children in an Inner London School (minimum 2 years)	✓	
Experience working in both Key Stage 1, 2 and Early Years		✓
Experience leading an extra curricular activity		✓
Knowledge	Essential	Desirable
Basic understanding of child development	✓	
Appropriate knowledge of first aid	✓	
Basic understanding of expectations at each level across the school	✓	
Skills	Essential	Desirable
Good numeracy/literacy skills	✓	
Effective use of ICT and other specialist equipment or resources	✓	
Ability to relate to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Display commitment to protection and safeguarding of children and young people	✓	
Participate in development and training opportunities	✓	

Contact Details

 Email: communications@vs.hackney.sch.uk



Post: Amy Nguyen (Senior Administrative Officer)
c/o Hoxton Garden Primary School
Ivy Street
London, N1 5JD



Southwold Primary School
Detmold Road
London
E5 9NL



Orchard Primary School
Holcroft Road
London
E9 7BB



Hoxton Garden Primary School
Ivy Street
London
N1 5JD

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