



Enquire Learning Trust Application Pack

Teaching Assistant (HLTA)

ELTSEP2605

Hardwick Green Primary Academy
Tithe Barn Road, Stockton-on-Tees, TS19 8WF



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The Enquire Learning Trust



We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

Hardwick Green Primary Academy



Hardwick Green is an average-sized primary school set in the Hardwick estate of Stockton-on-Tees in the North East of England. The community we serve is diverse and our children often have complex needs. Over 75% of our pupils are eligible for the Pupil Premium, and a high percentage have Special Educational Needs and/or Disabilities (SEND). In September 2025 we opened a sixteen-place Specialist Base for pupils with complex communication & interaction and cognition & learning needs in conjunction with Stockton-on-Tees LA. In September 2026 we expanded our base to twenty-four places.

Our school is founded on the seven values of RESPECT: resilience, empathy, self-awareness, positivity, excellence, communication and teamwork.



We expect all adults to embody these values and to foster these in our children.

Our school has had many exciting developments in recent years, including the opening of a two-year-old provision and significant investment in our outdoor areas. Working at our school will give you the chance to be part of a forward-thinking school where all staff are united in their desire to create a world-class learning environment for **all** children.

Our approach to teaching and learning is research-based and uses the 'Great Teaching Toolkit' at its heart. We have an established, high-quality curriculum which is broad, balanced and well-sequenced. What unites our curriculum is a knowledge-rich approach which allows our children to know more and remember more in each subject.

Many of the children that attend our school have complex social, emotional and mental health needs. We provide an exceptional level of support for these pupils with the Thrive approach at the core of this, supported by further provision such as our work with the local Mental Health Support Team. At the same time, we have the highest expectations of our pupils' behaviour. Our school is warm and calm environment where all children can flourish and no minute is wasted.

Our modern building boasts an interactive immersive classroom and spacious library filled with high-quality texts. Our grounds are full of toys and loose parts as we are part of the OPAL scheme which significantly enhances pupils' play times.

We hope that you will come and visit us to see more about what makes our school unique. More information can also be found about us on our website: <https://hardwickgreenacademy.org/>

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Teaching Assistant (HLTA)

Ref: ELTSEP2605

Working Hours: 35.5 hours per week

Working Weeks: 39

Salary Scale Range: NJC SCP 18-22

Contract Type: Permanent

Start Date: As soon as possible

Location: Hardwick Green Primary Academy, Tithe Barn Road, Stockton, TS19 8WF

About us

Hardwick Green Academy is a welcoming primary school in Stockton-on-Tees, serving a diverse community. We pride ourselves on creating a calm, supportive environment where every child can flourish. Our school values **RESPECT – Resilience, Empathy, Self-awareness, Positivity, Excellence, Communication, and Teamwork** – and we expect all staff to model these every day.

Working with us means joining a friendly, forward-thinking team in a modern building with excellent facilities. We value collaboration, positivity, and high standards, making Hardwick Green a great place to work and grow.

About the role

We have an exciting opportunity for a passionate and skilled HLTA to work in the Key Stage One team at Hardwick Green Academy. You will work in our Year 2 class, supporting learners by working with them in the classroom, delivering small-group sessions, and delivering PPA sessions. This role also includes teaching the class one day per week (currently Friday).

What we are looking for

We are seeking to appoint a highly motivated and energetic person who:

- Has the HLTA qualification, and experience of working as a HLTA
- Has a positive attitude towards work
- Is caring, compassionate and dedicated to making a difference

What we can offer

As part of our friendly, experienced and highly supportive team, you will benefit from excellent resources and a strong culture of collaboration. The successful candidate will work closely with our dedicated Year 2 team, while being fully supported by the wider school leadership team and the Enquire Learning Trust. We are committed to ensuring every child thrives and achieves their full potential, with high expectations for all. As a valued member of staff, you will have access to a wide range of high-quality professional development opportunities through both the Trust and the Local Authority, enabling you to develop your skills and progress in your career.

You will also have access to:

- A friendly, welcoming, and supportive team, including highly effective and approachable senior leaders
- High-quality CPD and opportunities for professional development
- Strong support from the school, trust, local authority, and partner organisations

- Membership of the *Local Government Pension Scheme*
- Opportunities for development and progression
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Lifestyle savings

Working arrangements

The role is permanent and 35.5 hours per week in the following pattern:

Monday: 8:30 – 4:30

Tuesday: 8:30 – 4:00

Wednesday: 8:30 – 4:30

Thursday: 8:30 – 4:00

Friday: 8:30 – 3:30

For more information, please contact Alix Brown (Academy Business Manager) on 01642 677968 or enquiries@hardwickgreenacademy.org.uk

How to apply

You can apply for this position by visiting [The Enquire Learning Trust](#)

Closing date and time: Friday 9th October 2026 @ 12 noon

Interview Date: Thursday 15th October 2026 (time TBC)

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

Job Description

Teaching Assistant (HLTA)

Job title: Higher Level Teaching Assistant (HLTA)

Salary: NCJ 18 - 22

Hours: 35.5 hours per week, term-time only + 5 days

Contract type: Permanent

Reporting to: Class Teacher / SLT

Main purpose

The HLTA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The HLTA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the principal or line manager.

Person Specification Teaching Assistant (HLTA)

Criteria	Qualities
Qualifications and training	• HLTA Qualification, or ability to achieve this within one academic year • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Math • First-aid training, or willingness to complete it
Experience	• Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities, including for the whole class. • Experience of planning and leading teaching and learning activities
Skills and knowledge	• Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods • Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support • Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

Contact details for the academy:

Hardwick Green Primary Academy
Tithe Barn Road
Stockton
TS19 8WF

Tel: 01642 677968

Principal: Chris Story

Academy Business Manager: Alix Brown

Email: enquiries@hardwickgreenacademy.org.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. All documentation will be treated confidentially and processed in accordance with Data Protection regulations