



**Enquire Learning Trust Application Pack**  
**Higher Level Teaching Assistant (HLTA)**  
**SLCN – Resource specialist provision**

**ELTJUNE2606**

**32.5 hours per week, Full time, Permanent,  
Term time only plus 5 days  
NJC15**

**To start Sept. 2026**

## Contents:



### 1. The Enquire Learning Trust Visions, Values and Mission



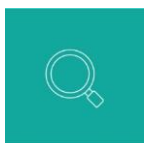
### 2. Academy Information



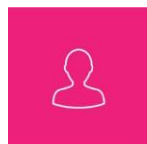
### 3. Health and Wellbeing Package



### 4. Job Advert



### 5. Job Description



### 6. Person Specification



## **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.



Welholme Academy was originally opened in 1892 and we serve one of the oldest parts of Grimsby. We are a large primary Academy and a focal point for our community. We are very proud of our school's fine reputation and believe in celebrating the successes in our area.

Our aim is that Welholme Academy is a safe and nurturing place, where all children, staff and visitors feel welcome and valued and we believe that together we can achieve anything. Children learn best when they are happy and confident and we want every child to achieve the very best they can. We encourage them to challenge themselves and to be proud of all their achievements.

We offer a personalised approach to teaching and learning. Our curriculum is engaging and exciting. It is designed to interest the children and meet their needs so that all children are keen to come to school and keen to learn.

We know that children learn best when parents and school work closely together and we value your support to ensure every child has the very best opportunity to succeed. We look forward to working with you.

At Welholme Academy we believe that everything is possible within a culture of collaboration, resilience, nurture and high aspirations we have been entrusted with the very privileged role of giving our children the very best education we can offer. We endeavour to achieve this by developing the full potential of all our children.

Our aims are to be:

**Collaborative** - We believe in the importance of creating a network of supportive relationships, where pupils, teachers, parents/carers, governors and other adults involved in school life, work alongside each other to enhance the atmosphere of co-operation, trust and mutual respect. We strive to work and learn together.

**Resilient** - We believe that anything is possible and overcome challenges in the face of difficulty.

**Nurturing** - What our children bring to school with them is all they have. They are all unique! We strive to be inclusive and believe in the "art of the possible". We champion children's uniqueness and encourage them to believe they can achieve anything! We are a nurturing school and positive attitudes are promoted to create an environment in which sensitivity and tolerance are shown to each individual. Being inclusive is in the forefront of everything that we do here at Welholme.

**Aspirational** - Our staff have high expectations of themselves and our pupils. Our curriculum is broad, balanced and appropriate to the child's needs and we must never forget that we are concerned with the holistic development of each child. We strive for excellence and encourage our children to take pride in everything they say and do. Everyone at Welholme is a learner and we never give up on achieving our aspirations and dreams of unlocking everyone's potential.



## Higher Level Teaching Assistant (HLTA)

### SLCN – Resource specialist Provision

ELTJUNE2606

**To start: Sept 2026**

**Closing date and time: Weds. 8<sup>th</sup> July @ 12pm**

**Interview Date: W/C 13<sup>th</sup> July 2026**

Welholme Academy are seeking to appoint an experienced Higher Level Teaching Assistant (HLTA) to join our ambitious and committed team.

Welholme Academy are creating a targeted mainstream provision for 12 children with significant and complex Speech, Language and Communication Needs

This role is to support teaching and learning and to provide care of pupils in one of the two classes in the new Resource specialist Provision. The role will also involve covering the class teacher for PPA, leadership time or other absences.

The appointed candidate will work alongside our new RSP Teacher and our SENDCo.

We are looking to appoint someone who:

- is a qualified Higher Level Teaching Assistant (Level 4 or above)
- is an experienced Higher Level Teaching Assistant and has recent, relevant experience of working with children with complex SEND
- shows compassion, resilience and patience in their care for children with SEND.
- holds every child and their family in the highest possible regard and lead by example, having high expectations of what every child can achieve.
- is committed to providing the very best teaching and learning for all our children and are ambitious for their achievement.

In return we can offer you:

- A newly refurbished setting, with high quality resources.
- Access to extensive continuous professional development from both the Trust and Local Authority.
- A chance to be a part of a thriving and happy academy
- A dedicated team of supportive colleagues who are passionate about the pupils in their care;
- Membership of East Riding Pension Scheme
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Lifestyle savings

This is an exciting opportunity to be a key part of the development of our new Resource Specialist /SLCN provision from the very start, and you will have the opportunity to bring your expertise to shape our future work.

Come and join our team of committed and passionate professionals – be bothered!

Visits to the school are strongly encouraged before application. Please contact the school on 01472 329944 to arrange an appointment.

To apply, please complete the online application form on the Enquire Learning Trust website:

<https://www.enquirelearningtrust.org/job-vacancies/>

Further information about our Academy along with our safeguarding, child protection and equality policies can be found on our school website

<https://welholmeacademy.com>



## **DBS/Safeguarding Statement**

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.

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.

## Job Description – Higher Level Teaching Assistant (HLTA)

### SLCN – Resource Specialist Provision

<b>Job Title</b>	Higher Level Teaching Assistant (HLTA) - SLCN -RSP
<b>Job Reference</b>	ELTJUN2606
<b>Location</b>	Welholme Academy
<b>Grade</b>	NJC 15
<b>Hours</b>	32.5 hours per week, Full time, Term time plus 5 Training Days
<b>Reporting to</b>	Class Teacher/ SENDCo / Principal

#### MAIN PURPOSE:

The RSP HLTA will:

- Work with the Resource Specialist Provision class teacher to meet the needs of, raise the learning and attainment of pupils within the RSP.
- 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
- Be part of a team that has high expectations for the children in the RSP.

#### Duties and responsibilities:

##### Teaching and learning

- To support the learning for children with complex Speech, Language and communication needs.
- To support in the provision high quality teaching and learning, so that all children make progress in line with the targets and recommendations of their EHCPs.
- To be ambitious for our children's achievements.
- To support in developing and maintaining a high-quality learning environment that is responsive to the needs of the children.
- To work closely with the RSP class teacher, SENDCo and SLT to monitor children's progress towards their learning goals and personal targets.
- To implement agreed interventions to support progress.
- To take responsibility for promoting and safeguarding the welfare of our children as appropriate.

##### Working with staff, parents/carers and relevant professionals

- To proactively develop meaningful, productive relationships with the parents and carers of the children in our RSP to enable children to thrive, which is typified by an unconditional positive regard for every child and their family.
- 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
- To support in meeting all children's personal and hygiene needs in a discrete and dignified manner
- 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 – SLCN-RSP : HLTA

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications & Training	<p>Higher Level Teaching Assistant (HLTA) Qualification (or substantial, recent and relevant experience as a HLTA)</p> <p>Willingness to participate in regular training and development opportunities</p>	<p>Qualifications at GCSE level or equivalent in Maths and English</p> <p>Recent and relevant professional development relating to SEND</p>
Teaching Skills & Experience	<p>Experience as a HLTA in an education setting.</p> <p>Recent and relevant experience of working with children within an education setting, with complex needs.</p>	<p>Experience of working in a Resource specialist provision (e.g. SEND Unit or ARP).</p>
Knowledge and understanding	<p>Ability to relate well to children and adults</p> <p>Ability to work effectively within a team environment, understanding classroom roles and responsibilities</p> <p>Ability to build effective working relationships with all pupils – overcoming any obstacles.</p> <p>Ability to promote a positive ethos.</p> <p>Ability to work with children on specific targets as identified in their EHCP's.</p> <p>Ability to adapt own approach in accordance with pupils needs.</p> <p>Understanding of principles of child development, impact of complex profiles and appropriate strategies.</p> <p>Numeracy and literacy skills which support the understanding around core subject learning.</p> <p>Be able to maintain confidentiality</p> <p>Excellent communication skills</p> <p>Understanding around behaviours linked to need.</p>	<p>Understanding of technology to support SEND needs specifically.</p> <p>Specialist subject knowledge within the SEND arena.</p>
Personal Qualities	<p>Enthusiastic with a love of learning and seeking solutions to break children's barriers to learning.</p> <p>An understanding and proven commitment to all aspects of equal opportunities.</p> <p>Excellent communication and organisational skills. Ability to establish strong partnerships with parents and professionals.</p> <p>Creative, reflection, resilient and compassionate.</p> <p>Ability to be calm and responsive.</p> <p>Showing 'botheredness' everyday!</p>	<p>Willingness to pursue self-study including action research.</p>