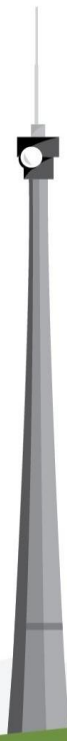
Information Booklet

Apprentice Higher Level Teaching Assistant



THE MAST
ACADEMY TRUST

A warm welcome from the

Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School, Scholes Junior and Infant School and Grange Moor Primary School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of six schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

Apprentice Higher Level Teaching Assistant

For the Mast Academy Trust

Organisation	Birdsedge First School
Apprenticeship level	Level 5 – 18 months duration
Hours	32.5 hours per week (Monday to Friday) – term time only
Salary	£8.00 per hour (in line with apprenticeship rates)
Job share	Not applicable
Location	The primary place of work shall be Birdsedge First School, you may be required to work at any school within the Trust.
Responsible to	Head of School

JOB CODE	BFSAHLTA1126

The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.

Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

Basic Job Purpose

To work under the direction of teaching and senior staff to support learning and contribute to the delivery of high-quality education across the Trust.

The post holder will take responsibility for agreed learning activities, working with individuals, small groups, and whole classes when required. The role will complement the professional work of teachers by supporting curriculum delivery, assessment, and classroom management.

Main Responsibilities – Apprentice Higher Level Teaching Assistant

General Duties

- To work as part of a team to supervise pupils across the school environment.
- To support the health, safety, welfare, and positive behaviour of pupils.
- To work under the direction of teaching and senior staff to support learning activities.
- To contribute to a safe, inclusive, and positive learning environment.

Teaching Support

- To support learning in line with school and Trust policies and expectations.
- To plan, prepare, and deliver learning activities for individuals, groups, or whole classes under teacher direction.
- To lead whole class sessions when required (e.g. PPA cover or planned activities).
- To assess, record, and report on pupil progress and attainment.
- To deliver targeted interventions and structured learning programmes.
- To monitor pupil responses to learning and adapt support accordingly
- To contribute to lesson planning, evaluation, and development of resources
- To provide one-to-one and small group support to reinforce learning
- To carry out basic clerical tasks (e.g. resource preparation, photocopying).
- To support access to ICT, libraries, and wider learning resources.
- To promote positive behaviour in line with school policies.
- To deliver consistent teaching and support approaches across multiple schools.

Pupil Support

- To support pupils' learning and development, adapting approaches to individual needs.
- To implement and contribute to EHCPs, behaviour plans, and intervention strategies.
- To promote inclusion and ensure all pupils can access learning opportunities.
- To support pupils' independence, resilience, and self-regulation.
- To monitor and record progress and contribute to reviews and meetings.
- To support pupils during unstructured times, including lunchtime as required.

Curriculum Activities

- To support and deliver structured teaching programmes.
- To take responsibility for agreed curriculum areas or interventions.
- To develop and adapt learning resources to support outcomes.
- To contribute to displays and the learning environment.
- To assist in maintaining classroom organisation and resources.
- To support enrichment and wider curriculum opportunities.

HLTA responsibilities

- To lead whole classes during planned teacher absence (e.g. PPA cover).
- To deliver lessons based on pre-prepared plans.
- To manage classroom behaviour independently in line with school policy.
- To assess pupil learning and provide feedback to teachers.
- To ensure continuity and consistency of learning across different school settings.
- To provide HLTA-level support across multiple schools.
- To model effective teaching and learning practices.
- To support and guide other support staff where appropriate.

Supervision of Pupils on School Premises

- To supervise pupils during lunchtime and unstructured times.
- To monitor behaviour in classrooms, corridors, playgrounds, and dining areas.
- To ensure health and safety procedures are followed.
- To support pupils in developing positive social behaviours.
- To manage incidents in line with school policies.

Further Duties

- To undertake additional duties as reasonably requested by line managers.
- To engage in performance management and development processes.
- To participate in ongoing professional development.
- To travel between school sites as required to fulfil the role

General Responsibilities

- To promote equality, diversity, and inclusion.
- To support a safe and secure learning environment.
- To adhere to all Trust policies, procedures, and relevant legislation.
- To actively support safeguarding and child protection responsibilities.

Apprenticeship Requirements

Apprentices must:

- Complete the HLTA apprenticeship standard within the required timeframe.
- Attend all training, workshops, and assessments.
- Complete assignments and maintain a professional portfolio.
- Apply learning from training into practice across school settings.
- Engage fully in professional development and performance reviews.

Person Specification – Higher Level Teaching Assistant

E	Essential	**A**	Application Form
D	Desirable	**T**	Test/Exercise
		I	Interview
		R	References

Qualifications & Experience

E	GCSE Maths and English (Grade 4/C or above)	**A**
E	A minimum of 1 years Educational Support Assistant experience or Level 3 Educational Support Assistant qualification	**A**

Knowledge, Skills & Abilities

E	Ability to support and lead learning activities	**AI**
E	Strong literacy and numeracy skills	**AI**
E	Ability to work independently and use initiative	**AI**
E	Understanding of safeguarding and behaviour management	**AI**
E	Ability to work flexibly across multiple sites	**AI**
E	Ability to adapt to different school environments	**I**
E	Strong organisation and time management skills	**AI**
D	Knowledge of SEND and inclusive practices	**AI**
E	Experience delivering interventions	**AI**
E	Understanding of curriculum expectations	**AI**

Personal Qualities

E	Commitment to professional development	**AI**
E	Flexible, adaptable, and reliable	**AI**
E	Positive, proactive, and enthusiastic approach	**AI**
E	Ability to build effective relationships with pupils and staff	**I**
E	Commitment to safeguarding and promoting pupil welfare	**AI**

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Apprentice Higher Level Teaching Assistant

If you wish to apply for the post of Apprentice Higher Level Teaching Assistant, then then please complete the application forms found on https://www.themast.co.uk/job-vacancies

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

If you require support to complete the application please contact cgray@themast.co.uk or telephone 01484 598898 to speak to the HR department.

The job code for this role is BFSAHLTA1126

If you would like to arrange a visit to school prior to applying, please contact the school office on: 01484 605441 or email birdsedgeoffice@themast.co.uk

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Dates

The closing date for applications is **Thursday 3rd December 2026 at 9:00am** .

The interview date is expected to take place on **Monday 7th December 2026.**

If we have not contacted, you by the end of 4th December please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be 4th January 2027.

Please accept this as acknowledgement of the time and interest you have shown