



Higher Level Teaching Assistant L4 - SEND

Pay Scale: Band 9, SCP 24–27 (£31,921 – £34,452 actual salary)

Hours: 37 hours per week, term time only plus training days

Contract: Fixed Term until 31/08/2027

Start Date: 1st September 2026

Email: admin@westpark.lingfieldtrust.org.uk **Tel:** 01325 380792

West Park Academy is looking to appoint a dynamic and enthusiastic **HLTA** with a passion for teaching young children with significant **SEND** needs.

This role is to lead teaching and learning and to provide care of pupils within one of our two hubs for young children (EYFS/KS1) with complex communication and interaction needs.

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.

The post holder will be required to work flexibly as part of the teaching support staff with guidance from the SENDco to fulfil the following:

Key Responsibilities

- To provide specialist learning support to children who need support help to overcome barriers to learning, particularly those social, communication and sensory needs
- To run specific programmes and activities to assist pupils' individual learning and social needs, particularly Attention Autism
- To be involved with target setting and assessment as part of the plan, do, review process
- To be involved in the creation of appropriate and adapted resource materials
- To direct other staff to ensure that the team functions effectively



- Develop knowledge of the particular needs of the pupil and seek advice from the SENDCo, and outside agencies as required
- To carry out general administrative tasks: including photocopying, filing, display work, as well as organising and maintaining resources within the team
- Under the supervision of the SENCO, to assist in the identification and assessment of pupils individual learning pathway and maintain up-to-date support records
- To establish and maintain positive, constructive and professional working relationships with staff, pupils and other education professionals, in order to maximise pupils' development and achievement
- To acknowledge the need to maintain confidentiality regarding information in relation to pupils, staff or school issues, passing on information of personal nature regarding pupils to an appropriate member of staff
- To assist with the supervision of pupils during break and at lunchtime
- To take the lead role in modelling exemplary practice in terms of inclusion and supporting children with additional educational needs and their families.

Commitment to safeguarding

We are committed to safeguarding and promoting the welfare of all pupils and expect all staff to share this commitment. Enhanced DBS clearance is required for this post, plus two references for all short-listed candidates

We are looking for a HLTA who is/has

- The ability to inspire and support vulnerable pupils to reach their full potential
- A secure knowledge of the how children learn
- Able to work as part of a team, sharing excellent practice and learning from others
- Committed, energetic and flexible
- Positive, enthusiastic and a real team player within our brilliant team
- Resilient, a person who perseveres and embraces challenge
- A good sense of humour who is willing to fully engage in the life of the school community
- A friendly and professional manner

What you can expect from us

- Great children
- Parents that want the absolute best for their children
- Brilliant staff team to work with
- Fantastic teachers across the school



- A supportive Governing Body
- A great working environment
- A supportive Senior Leadership Team
- Great CPD opportunities

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Westpark Academy however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to the HR & Office Manager at cthirlway@westpark.lingfieldtrust.org.uk. Visits to the school are encouraged.

Closing Date: 12 noon Thursday 16th July 2026

Shortlisting: Friday 17th July 2026

Interviews: W/C 20th July 2026