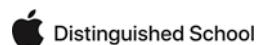


Application Pack—Level 4 Higher Level Teaching Assistant (HLTA)



Layton Primary School

“Growing Great Minds Together”



Welcome!

Thank you for taking an interest in our advertisement for the position of Learning Support Assistant at Layton Primary School. I hope you find this pack, our website, our Blog site and our Ofsted report informative. At Layton, we pride ourselves on our growth mind-set and a continual desire to improve our practice. We support and challenge each other in equal measure to be the best we can be.

Layton is a three-form entry primary school on the edge of Blackpool; each year group is supported with a team leader who work and plan together. They meet regularly to assess learning and advise next steps in the process.

In 2017, Layton was judged to be outstanding in all areas by Ofsted. We are an Apple Distinguished school and each child and staff member are provided with technology which is an integrated part of our learning and a seamless part of our teaching and learning.

Layton's values are resilience, risk taking, resourcefulness, reflectiveness and relationships permeate all our work so that we can 'grow great minds together'.

We can offer:

- an environment where you can be challenged to improve every day in a collaborative working environment
- bespoke CPD
- inspirational and outstanding colleagues
- A sincere desire to develop each and every individual

We are looking for an individual who;

- Welcomes the opportunity to be challenged
- Has high expectations of themselves and children
- Has a strong understanding of pedagogy
- Enjoys and thrives within an environment where self improvement is a strong motivating factor

Yours faithfully,



Jonathan Clucas



#TeamLayton



I'm Charlie, Head Boy at Layton Primary School and I would love to share my journey at Layton with you. Unlike lots of children at our school, I haven't been at Layton for very long; I started last in Year 5 and then had lots of lockdowns to contend with. However, even though I haven't been at Layton as long as some, I'm confident in saying that I love it just as much.

At Layton, all children use our 5Rs (relationships, resilience, risk-taking, resourcefulness and reflection), and these skills are what children use every single day. We love learning and making mistakes as they help us learn too!

We all love having our own iPad to use in lessons to help us learn. We code, make animations, voice record ideas for our writing and even use them to record science experiments in slo-motion so we can watch them back afterwards. We would love for you to be a part of the Layton community and are sure you'll love it just as much as us.

Head Boy

I am fortunate enough to have joined Layton Primary School at the very start of my teaching journey. From the beginning, I have been given the utmost support from all staff and most significantly, my mentor. Such support has transformed me from a somewhat daunted trainee teacher into a confident ECT that would happily reach out to other members of staff when needed, without apprehension.

The supportive environment Layton has successfully created is fuelled by constructive feedback, given with the aims to develop all staff. Additionally, opportunities given to collaborate with others throughout the school allow each individual to become a leader in their own right. I personally believe that I wouldn't have come as far as I have today without the trust and support afforded to me by this school.

In addition to this, Layton being an Apple certified school has allowed me to teach in ways I never would have imagined, utilising technology to maximise the impact on my learners. The CPD offered allows me to be a reflective practitioner, always with the aims to give our children the best education possible.

Year 4 Class Teacher



About the post: Level 4 Higher Level Teaching Assistant (HLTA)

Contract/Salary: Grade E. Please be aware that the salary advertised is pro-rata due to only working term time plus 5 INSET days. The post will commence from 1st September 2026 and is temporary until 31st August 2027.

Hours per week: 32.5 hours

Responsible to: Class Teacher, Team Leader, Assistant Headteacher

Key links: Class Teachers, LSAs, ASNAs

The position may be placed in either KS1 or KS2.



General duties include:

- ◇ Be aware of and comply with all relevant school policies, including those relating to safeguarding, health and safety and data protection.
- ◇ Support and contribute to the ethos, value and aims of the school.
- ◇ Participate in training and other professional development as required.
- ◇ Demonstrate and promote commitment to equal opportunities.
- ◇ To undertake and provide first aid as required and attend relevant training to do so

Supporting pupils and families:

- ◇ Provide support to pupils in specialist areas of learning as required.
- ◇ Deliver pastoral support to pupils and families as required.
- ◇ Maintain positive relationships with pupils and their parents.
- ◇ Implement individual support for pupils based on their needs and circumstances, e.g. deliver support in line with a pupil's EHC plan.

Supporting the school:

- ◇ Maintain and contribute to good working relationships with other staff members and key stakeholders, including parents and external agencies.
- ◇ Share expertise and skills with other members of staff.
- ◇ Work with the Assistant Headteacher and line manager on timetable arrangements.
- ◇ Participate in professional development as required.
- ◇ Undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the **Headteacher**.

About the post: Level 4 Higher Level Teaching Assistant (HLTA)

Supporting teaching:

- ◇ Work independently and collaboratively with teaching staff in the planning and preparation of resources and delivery of the curriculum, in line with school policies and procedures
- ◇ Support in the preparation of lesson content and resourcing of learning materials in order to deliver lesson planning as part of the school PPA team
- ◇ Provide short term cover for staff absence as and when required at short notice
- ◇ Plan, prepare and deliver learning to individual pupils, small groups and classes as required.
- ◇ Modify teaching and adapt activities to suit pupils' individual needs.
- ◇ Use formative assessment, deliver and evaluate learning of pupils and use this information to share with colleagues, extend learning and re-teach key concepts and knowledge
- ◇ Be proactive in managing pupil behaviour in line with school policies and procedures
- ◇ Provide relevant admin support to teaching staff.
- ◇ Determine the need for specialist equipment and resources to support pupils' learning in conjunction with the SENDCO.
- ◇ Advise, demonstrate and assist in the safe and effective use of specialist equipment and resources.
- ◇ Take a lead role in supporting pupils with SEND and in the lowest 20% for reading
- ◇ Utilise formative assessment to improve pupil performance.



Person Specification: Level 4 Higher Level Teaching Assistant (HLTA)

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have HLTA status or QTS. • Meet the HLTA standards or equivalent. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • First aid training. • Relevant qualifications to at least HLTA status • Evidence of relevant CPD.
Skills and experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Demonstrable levels of numeracy and literacy • Experience of working in a school setting. • Experience of working with pupils with SEND. • Experience of teaching individuals, groups and whole classes. • Effective oral and written communication skills. • Good organisational and time management skills. • Strong ICT skills. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • Experience leading and managing other support staff. • Experience in a specialist area. • Experience in multi-agency working.
Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Knowledge of the HLTA standards. • Knowledge of relevant school policies, including safeguarding. • Knowledge of the curriculum. 	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> • Knowledge of a specialist area.
Personal traits	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Able to build successful working relationships. • Adaptable. • Able to work independently and in a group. • Empathetic with those facing barriers to their learning. 	

How to Apply

Do you feel you could be the next member of our Outstanding team? If you have the required skills, experience, competence, commitment and passion to make a difference to the children at Layton Primary School, please download an application form from:-

◇ <https://www.greater.jobs/>

Closing date for applications to be received by school is **12.00 noon on Monday 1st June 2026**. Candidates should submit their completed application form and letter by email to **recruitment@layton.blackpool.sch.uk**. You should expect a return email confirmation once the application has been received, please resend if you haven't received an acknowledgment within 48 hours during term time. Previous unsuccessful applicants are asked not to apply.

Shortlisting will take place following the closing date and successful candidates will be contacted by email and will be invited to interview on 12th June 2026.

Layton Primary School is committed to safeguarding and promoting the welfare of children/vulnerable adults. This post is subject to satisfactory two year reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of any essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. The Governing Board is committed to ensuring consistency of treatment and fairness and will abide by all relevant equality legislation. In line with KCSIE 2022, online searches (e.g., social media) will be completed for shortlisted candidates.

Please be advised that Layton Primary School does not inform candidates when they have not been shortlisted. Therefore, if you have not been contacted within five days of the shortlisting date, you should assume that you have not been successful on this occasion.

Good luck with your application; we look forward to reading it and potentially welcoming you to the team one day!

