



Job Advertisement

POST:	Higher Level Teaching Assistant
LOCATION:	St Mary's Church of England Academy, Trinity Avenue, Mildenhall, Suffolk, IP28 7LR
HOURS:	32.5 hours per week, term time only plus one (39 weeks per year)
APPOINTMENT:	Permanent - to begin from Monday 2nd November 2026
SALARY:	SCP 9 -12 Starting at Point 9 - £14.59 (£28,153 FTE)
CLOSING DATE:	Monday 28th September* (we reserve the right to close this vacancy early)
INTERVIEWS:	Week beginning 5th October

GENERAL INFORMATION:

St Mary's Church of England Academy are seeking a dedicated, resilient, and enthusiastic Higher Level Teaching Assistant (HLTA) to join our team. In this vital role, you will work closely with teaching staff to elevate pupil attainment and progress. A core element of this position includes taking independent leadership of classes to cover planned PPA time and unexpected absences, as well as providing targeted intervention support

If you're ready to make a real impact in a child's learning experience and join a friendly team, apply today! This role would be suitable for experienced Teaching Assistants looking to grow in their career, a teacher who has completed their PGCE year and wants to gain more classroom experience, or an already experienced and qualified Higher Level Teaching Assistant.

Key Responsibilities:

- **Lesson Delivery:** Prepare and deliver high-quality learning experiences and lessons across primary phases during planned teacher PPA time or short-term absences.
- **Intervention & Support:** Plan and lead targeted intervention groups in literacy, numeracy, or phonics to boost student progress.
- **Inclusion:** Adapt learning activities to meet the diverse needs of all learners, including pupils with SEND.
- **Behaviour Management:** Maintain high expectations of pupil behaviour, managing classrooms effectively and safely in line with school policies.
- **Collaboration & Assessment:** Partner with class teachers to track, monitor, and record student progress, contributing directly to their academic and social growth.

Skills Required:

- Excellent English and Maths (Numeracy and Literacy skills).



- Excellent communication and listening skills.
- A caring nature to nurture our children
- Assertiveness in dealing with pupils.
- Determination to see problems and solutions through to the end.
- The ability to empathise.
- Organisational and time management skills.
- The capacity to motivate and act as a role model.
- Flexible and adaptable and able to work well under pressure.
- A commitment to equality and diversity.
- An understanding of confidentiality and the handling of sensitive information.
- A commitment to safeguarding.

What we can offer you:

- Professional growth and support
- Well-being and work-life balance
- A friendly work culture with regular social events
- Local Government Pension Scheme
- On-site parking

HOW TO APPLY:

For more information including; a full job description/person specification and an application form, please contact the HR Officer via email: HR@smpsac.org

The application form, along with an equal opportunities form, should be returned to the Academy by the specified closing date, and must be accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

We are a distinctive, caring Christian school, where everyone in the community is valued. It is not a requirement of the role to be a Christian, but candidates should be sympathetic to and support the Christian ethos of the school.

St Mary's Church of England Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Appointment will be subject to references, which are satisfactory for the advertised post, enhanced DBS with barred list information and identity checks.