



Dungells Lane, Yateley, Hampshire GU46 6EY

Telephone: 01252 871188

www.newlandsprimary.net

E-mail: enquiries@newlands.hants.sch.uk

Headteacher: Miss Cathy Shephard

Higher Level Teaching Assistant

Closing date: Wednesday 3rd June 2026, 12 Noon

Interview date: Not known

Job Start Date: As soon as possible

Contract/Hours: Fixed Term until 31st August 2026, with the possibility of a permanent role moving forward, 3 days per week 08:30 to 15:30 with an hour for lunch, term time only

Salary Details: EHCC Grade D, scale is dependent upon experience, £27,780 – £30,564 FTE, Pro rata £12,523 - £13,778

Hours of Work: 19.5 hours per week, 8:30am to 3.30pm, three days per week, term time including INSET days

Location of Role: Newlands Primary School

Job/Person Summary

The Governors and Senior Leadership team are looking for an enthusiastic, self-motivated and professional candidate who has strong experience of working within a Primary school to join our team. Essential experience is required as a Higher Level Teaching Assistant.

Applicants must have a love of learning and enjoy working with children, supporting them to develop as effective life-long learners. The job is diverse and will involve covering classes from Year R up to Year 6, as well as working with small groups of children carrying out intervention programmes and booster groups.

Hours of work: Monday to Wednesday, 8:30 to 15:30 with an hour for lunch, term time only

This position is a fixed term contract until the end of the academic year, but there is high likelihood of it being made permanent in September and there is also a possibility that more days will be available if the candidate is interested.

You will have:

- at least GCSE Grade C in English and Maths. Level 3 NVQ (or equivalent) in a relevant discipline is desirable as well as completion of HLTA qualification or teaching qualification/ graduate.
- previous experience of working with and guiding the learning of children across a Primary school.
- excellent administrative skills to ensure accurate record keeping and monitoring of pupils attainment

Delivering a nurturing and inclusive environment to encourage growth of the individual

- strong IT skills – be able to use emails efficiently and create resources using computers
- the ability to maintain children's interest, enthusiasm and motivation for learning
- a strong commitment to ensure effective behaviours for learning are maintained and be confident in managing whole classes, small groups and one to two or one to one groups.

The successful candidate will join a team of highly skilled, friendly professionals who are committed to providing an inclusive, creative and stimulating curriculum for all children.

The children at Newlands Primary School are motivated and eager to learn, staff are supportive of each other and leaders offer guidance, coaching and excellent professional development.

Application Procedure

Visits to the school are warmly welcomed and encouraged and appointments can be made directly through the school office on 01252 871188 or ask to speak to our Business Manager, Jackie Moore, who will provide an application pack which will be sent to you electronically.

Return your completed application form to us by email to j.moore@newlands.hants.sch.uk with a subject line of 'HLTA job application'.

Closing date: Noon on Wednesday 3rd June 2026

Newlands Primary School is very keen to improve the diversity of the staff which will support the school to develop more inclusive practices.

Safer Recruitment

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.