



Internal Vacancy – Higher Level Teaching Assistant (HLTA)

For Employees of Ironstone Academy Trust Only

Position: Permanent – Level 4 Higher Level Teaching Assistant

Salary: NJC Pay Scale – Grade D+ SCP 12–14
£28,598 – £29,540 (Pro Rata, Term Time plus PD Days)

Actual Salary: £21,895 – £22,616

Hours: 32.5 hours per week – Term Time Only

Working Pattern: Monday to Friday, 8.30am – 3.30pm

Start Date: 20 April 2026

The Governors of **Zetland Primary School** are seeking to appoint a suitably qualified and conscientious **Higher Level Teaching Assistant (Level 4)** to join our dedicated team.

This is an internal vacancy and is open only to existing employees of Ironstone Academy Trust.

Main Purpose of the Role

To provide learning and care support for pupils, including those with **Special Educational Needs (SEN)**. The role will involve working closely with teachers to plan and deliver learning activities and supporting pupils with routines, transitions and behaviour management.

The successful candidate will support both individual pupils and groups as they work on **literacy and numeracy tasks**, providing feedback and helping pupils work towards their individual learning targets.

Applicants should hold a **recognised HLTA qualification or equivalent qualification/experience** and be able to demonstrate the ability to build strong and positive relationships with children and adults.

About the School

Zetland Primary School is a happy and vibrant place to work. Staff and pupils are highly motivated and strive to achieve high standards through commitment, teamwork and excellent resources.

The school is committed to creating a **diverse workforce** and welcomes applications from all qualified applicants regardless of sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



Safeguarding

The school is committed to **safeguarding and promoting the welfare of children, young people and vulnerable adults**. All staff and volunteers are expected to share this commitment. An **enhanced DBS check** will be required for the successful applicant.

Application Process

Expressions of interest should be sent to **Mr Paul Richardson** by **Friday 20 March 2026 at 12 noon**.

Visits to the school are welcomed and can take place on **Wednesday 18 March 2026**. Please telephone the school office on **01642 484595** to arrange an appointment.

Closing Date: Friday 20 March 2026 – 12 noon

Interviews: Week commencing Monday 23 March 2026

Applicants should assume that they have been unsuccessful if they have not been contacted by **Tuesday 24 March 2026**.