



Clitheroe Royal Grammar School

Founded in 1554

Temporary Higher Level Teaching Assistant (HLTA)

35 hours per week Monday to Friday - Term Time only

Salary: Grade 6/7 Point 15 (£29,093) to Point 22 (£32,654) p.a. pro rata

Actual Salary £23,529 to £26,711 p.a. (pay award pending)

Temporary from 1st September 2025 to 31st August 2026

An exciting opportunity has arisen for an experienced Higher Level Teaching Assistant to join our student support team from 1st September 2025. The successful candidate will contribute to the teaching, learning and pastoral activities, primarily at our Main School working with students in key stage 3 and 4.

You will need to have excellent communication skills, resilience, enthusiasm and an ability to act on your own initiative to develop positive relationships with students. HLTA status and a NVQ Level 3 or above qualification are essential, and ELSA training, or a willingness to undertake ELSA training, is desirable.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/> with completed application forms should be returned by email to: bursar@crgs.org.uk

The closing date for applications is 12 noon on Friday 13th June 2025, interviews will take place on Thursday 19th June 2025.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



Clitheroe Royal Grammar School

Founded in 1554

May 2025

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school with a great tradition and one that is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

As part of our steadfast commitment to educating the whole young person we place great emphasis on pastoral care and guidance. Our student support provision has evolved greatly in recent years and we are now pleased to be building an even stronger team to support our students. The role of HLTA is a valued role within our student support team and you will work closely with the pastoral team in supporting SENDCO and teachers to plan, prepare, deliver and assess learning activities to student(s). The successful candidate will contribute to the teaching, learning and pastoral activities primarily at our Main School working with students in key stage 3 and 4 or at our Sixth Form with post-16 students.

Our student support team comprises of senior pastoral staff, Heads of Year, SENDCO and Student Support Managers at Main School and Sixth Form. The successful candidate will manage and develop a team of three Teaching Assistants working across both sites. The team is committed, enthusiastic and caring and we very much look forward to welcoming you in joining our team to support, develop and enhance our current provision for young people. You will require excellent communication skills, resilience, enthusiasm and an ability to act on your own initiative to develop positive relationships with students.

As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate. This is a temporary position from 1st September 2025 to 31st August 2026. The hours of work will be for the benefit of the school and are expected to be 35 hours per week, term time only 8:30am and 4:00pm Monday to Friday with a 30-minute break for lunch.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit your completed application via our website at www.crgs.org.uk/about-us/vacancies/ accompanied by a supporting letter of no more than 2 sides of A4.

In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

Applications should be marked for the attention of the Bursar and returned by post or email to bursar@crgs.org.uk no later than **12 noon on Friday 13th June 2025**. **Interviews will take place on Thursday 19th June 2025.**

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', with a large, stylized initial 'L'.

Lynne Higginbottom
Bursar



Clitheroe Royal Grammar School

Founded in 1554

Job Description – Higher Level Teaching Assistant

Salary	Grade 6 Point 15 (£29,093) to Grade 7 Point 22 (£32,654) p.a. pro rata, depending on experience (pay award pending) Actual Salary £23,529 to £26,711 p.a.
Responsible to	Deputy Headteacher, SENDCO & Bursar
Location	Main School / Sixth Form
Hours of work	35 hours per week - Term Time Only Temporary 12 month Contract
Responsible for	Teaching Assistants

Core Purpose of the role:

- With limited supervision, to support the SENDCO and teachers as a part of a professional team, plan their role in lessons, preparing, delivering, assessing, reporting and marking learning activities for individuals/groups or for whole classes on a short-term basis.
- To contribute to a range of teaching, learning and pastoral activities in areas of expertise.
- To advise and support staff in specialist areas within the school and co-ordinate the work, management and development of other Teaching Assistants.

Role and Responsibility:

Support for Students

- To assess the needs of students and to differentiate curriculum content to support students' learning.
- To develop and implement student's Individual Educational Plans.
- To provide support to individual students or small groups of students with social, emotional, and behavioural difficulties (ELSA).
- To support students as part of a planned inclusion programme.
- To develop positive relationships with students and assist student progress and attainment.
- To monitor and evaluate student responses to learning activities.
- To assist in the planning of challenging teaching and learning objectives.
- To be responsible for implementing the teaching and learning objectives for student supervision and the management of student behaviour.
- To undertake classroom administrative tasks.
- To methodically monitor and record progress and achievement in lessons/activities, providing evidence of range and level of progress and achievement.
- To produce lesson and worksheet plans.
- To administer student work experience where necessary.
- To undertake marking of pupils work and record achievement.
- To administer/mark tests and invigilate examinations.
- To assist in the specific medical/care needs of students when specific training has been undertaken.

Support for the Teacher

- To organise and manage a purposeful, orderly and supportive environment for learning.

- To support the promotion of positive relationships with parents and outside agencies.
- To contribute/lead meetings, on an individual basis, with parents to provide feedback on student progress/achievement.
- To utilise own strengths and areas of specialist expertise to advise and support other school staff in specialist areas.
- To support the provision of out of school learning activities within guidelines established by the school.
- To assist in identifying and implementing appropriate out of school learning activities which consolidate and extend work carried out in class.
- To assist in the identification and delivery of development needs.
- To maintain discipline in accordance with the school's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To support additional transition visits.
- When appropriate, to meet with parents/carers and attend EHCP /SEND reviews.

Other Duties:

- To attend staff meetings where appropriate.
- To provide direct support to the schools SENDCO.
- To complete a First Aid in Schools training course and maintain the certificate whilst an employee of CRGS.
- To undertake the duties of a Teaching Assistant when required and any other reasonable duties as defined by the Deputy Headteacher/SENDCO/Bursar.

Contribution to Whole School:

- To co-ordinate and supervise the work of Teaching Assistants and hold team meetings as appropriate.
- To ensure appropriate induction and monitoring arrangements for all new Teaching Assistants including monitoring arrangements.
- To undertake appraisal, training and mentoring for other Teaching Assistants.
- Liaise with the Data Manager to devise and monitor specified students timetables and respond to queries that may arise.
- To work within and promote all school policies and procedures.
- To be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To uphold and promote the values and ethos of the school.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times.

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- This post is a temporary 12 months contract from 1st September 2025 to 31st August 2026.
- The working hours for the post will be for the benefit of the school but are expected to be 35 hours per week, term time only, Monday to Friday 8:30am to 4:00pm with a 30-minute break for lunch.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- Hours for the post will be for the benefit of the school, and therefore flexibility is essential.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



Clitheroe Royal Grammar School

Founded in 1554

Person Specification – Higher Level Teaching Assistant

	Essential	Desirable	Method of Measuring
Qualifications			
Recognised and relevant NVQ Level 3 qualification or equivalent	X		A, C
NVQ Level 4 qualification or equivalent		X	A, C
GCSE level 5-9 or equivalent to include Maths and English	X		A, C
HLTA status	X		A
ELSA trained		X	A, I
Experience			
Experience of working with or caring for children of relevant age	X		A, I
Experience of working in a classroom environment	X		A, I
Experience of administrative work	X		A, I
Experience of supporting students with challenging behaviour	X		A, I
Experience of working with young people who may present with challenging behaviour	X		A, I
Experience of managing staff	X		A, I
Knowledge/skills/abilities			
Ability to perform tasks efficiently and accurately using own initiative when appropriate	X		I, R
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of different situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Ability to build and maintain effective working relationships with students, parents/carers and colleagues	X		A, I, R
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Ability to operate at a level of understanding and competence equivalent to NVQ Level 4 standard	X		
Ability to relate well to children	X		A, I

Ability to work as part of a team	X		A, I
Ability to organise classroom resources	X		A, I
Ability to supervise and assist students	X		A, I
Excellent time management skills	X		A, I
Excellent organisational skills	X		A, I
Knowledge of classroom roles and responsibilities	X		A, I
Knowledge of numeracy and literacy strategies	X		A, I
Knowledge of the National Curriculum	X		A, I
Ability to make effective use of ICT	X		A, I
Ability to undertake routine administrative duties	X		A, I
Ability to plan and deliver work programmes and assess a student's development	X		A, I
Ability to organise, lead and motivate a team supporting the needs of the students	X		
Other			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
A commitment to continuing professional development	X		A, I
Willing to undergo first aid training and fulfil first aid duties	X		A, I
Full driving licence		X	A, I

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet ALL the Essential Criteria.

The Evidence column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.