Higher Level Teaching Assistant

Closing date: 8th January 2027

Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Job Start Date: 22nd February 2027

Contract/Hours: Permanent

Salary Type: Support Staff

Salary Details: Grade D £28,697 - £31,573 (depending on experience) pro rata (Actual salary £3,757-£4,134)

Hours of Work: 5.5 hours a week / 39 weeks per year

Location of Role: Droxford Junior School

Contact e-mail address: adminoffice@droxford.hants.sch.uk

Job/Person Summary

We are looking to appoint enthusiastic and self-motivated Higher Learning Support Assistant (HLTA) to join our team. This is a varied role supporting with group working, as well as general classroom duties, assisting the teacher and children.

You must have good basic literacy and numeracy skills (Grade C or above in GCSE Maths and English), be a flexible team player, able to motivate and interact with children, and have an interest in how children learn.

The successful candidate will ideally have LSA experience of supporting children with moderate and specific learning difficulties, speech and language needs and social interaction skills. Maths and English to GCSE level or equivalent is essential and ideally an HLTA / NVQ3 for Teaching Assistants or equivalent qualification (training will be provided if you do not have this).

The post will be a permanent contract for 5.5 hours a week / 39 wks per year on a Thursday 9-3pm with 30 min lunch break.

Our staff work as a close and supportive team, and our school is a happy and professional place to work, with an excellent environment and facilities.

Droxford Junior is part of the University of Winchester Academy Trust. Their group of primary schools work closely together to ensure an excellent education for our pupils. Staff receive joint professional support throughout the year. The ability to work as part of a team and independently, to prioritise and to use initiative is essential. You will need to be friendly and approachable with a good sense of humour – every day is different!

Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Droxford Junior School website:
https://www.droxfordjunior.co.uk/vacancies

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. 8th January 2027

For an informal conversation about the post or to arrange to meet our Headteacher, Matthew Dampier, please contact the office by email at adminoffice@droxford.hants.sch.uk

Completed application forms should be returned by the closing date to Matthew Dampier, Headteacher via email at the above address.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools
We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

· AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
· AI-generated applications may lack the personal touch that human-written applications have, this may make you seem less engaged or interested
· Ensure the information provided genuinely represents your own voice and experience
· You must not provide false or misleading information
· If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.