



ST.PETER'S CATHOLIC PRIMARY SCHOOL

Higher Level Teaching Assistant (HLTA)

JOB DESCRIPTION

Purpose of the Role – St Peter's School, Woolwich

At St Peter's, a nurturing outstanding Catholic school rooted in faith, love, and learning, we are committed to developing the whole child—academically, socially, emotionally, and spiritually. Our mission is to create a safe, inclusive, and inspiring environment where every pupil is supported to thrive.

We are seeking a dedicated and compassionate Higher-Level Teaching Assistant (HLTA) who will work in alignment with our Catholic values, acting as a positive role model and mentor to our students.

This role will involve supporting pupils' academic progress and emotional wellbeing, helping to ensure that every child, regardless of their background or challenges, can access learning and achieve their full potential.

About The Role:

Who are you?

You will be a confident, nurturing HLTA with a strong commitment to supporting children's and well being. Whether leading learning during PPA cover or working with small groups, your enthusiasm, initiative and flexibility will help bring learning.

- Holds HLTA status (or equivalent qualification)
- Has experience delivering lessons across the primary age range
- Can lead whole-class sessions and adapt to variety of learner's needs
- Has a strong background in literacy and numeracy interventions
- Works collaboratively with colleagues and values inclusion and high expectations
- Brings energy, empathy, and resilience to every school day

Support for Pupils

- Deliver high quality learning experiences including whole class lessons during Teacher PPA
- Support individual pupils and small groups to access the curriculum and make progress
- Deliver targeted support in literacy, numeracy and other areas based on pupil need
- Work closely with teachers to plan, assess, and adapt learning opportunities
- Foster positive relationships with pupils, helping them build confidence, independence and a love of learning
- Support behaviour for learning and contribute to a nurturing, inclusive classroom environment
- Take proactive role in contributing to a nurturing, inclusive classroom environment
- Cover classes for absent teachers with confidence and authority
- Support teachers with curriculum planning and resource preparation
- Build and maintain trusting, respectful relationships with pupils, promoting inclusion and celebrating diversity in all its forms.
- Encourage student engagement and independence, using strategies that reflect our Christian ethos of compassion, patience, and forgiveness.
- Provide feedback to pupils that is constructive, affirming, and aligned with our belief in every child's worth and potential.

Support for the School and Staff

- Collaborate with the wider staff to plan, deliver and evaluate support programmes that promote inclusion and student development.
- Prepare and manage an engaging and supportive learning environment, ensuring resources reflect the diversity of our school community.
- Use a range of assessment tools to monitor student progress and provide evidence-based feedback.

- Play a proactive role in managing behaviour and supporting students' emotional regulation in line with the school's Catholic values and behaviour policies.

General Responsibilities

- Deliver learning activities under the supervision of teachers or SLT, adapting them to meet pupil needs.
- Actively contribute to the life and mission of the school, supporting the delivery of our Christian vision through your day-to-day practice.
- Attend and participate in staff development and whole-school CPD.
- Promote and maintain high standards of confidentiality, safeguarding, and professionalism.
- Contribute to a culture of equality, dignity, and inclusion where all students are supported to flourish.
- Support and uphold the school's safeguarding policies, ensuring that all children are kept safe and that concerns are reported in a timely and appropriate manner.
- Undertake any additional duties relevant to the role, as directed by the Senior Leadership Team (SLT).

What We Offer:

- Out support staff are essential to the success of St Peter's Primary and we ensure you feel valued, developed, and part of a close-knit centred team.
- A fantastic central location in Woolwich with strong public transport access
- Free on site parking, easing the daily commute
- A collaborative culture, where support staff are involved and empowered
- Local Government Pension scheme & National terms & conditions
- Comprehensive Employee Assistance Programme

Ready to Make a Difference?

We'd love to welcome you for a visit – come and see what makes St Peter's RC Primary so special. Please contact the school office on 0208 265 0028 to arrange.

St Peters RC Primary embrace diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be. We committed to safeguarding and promoting the welfare of children and the successful candidate will be subject to an Enhanced DBS check and online checks in line with safeguarding guidance.