



HLTA and Learning Assistant hybrid role

Clapham and Patching
CofE Primary School
Recruitment Pack
March 2026





Welcome

Thank you for your interest in joining South Downs Education Trust. As a cross-phase multi-academy trust based in the heart of West Sussex, we are proud to offer a unique blend of pastoral care and high-quality, inclusive education. We believe every child and young person reaches their full potential - regardless of their starting point. Our core values guide everything we do:

- **Community** – By working as one, we share expertise and achieve more for our schools.
- **Resilience** – We prioritise the wellbeing of students and staff, fostering a culture of care, balance, and strength.
- **Integrity** – We act with honesty and stay true to our values in all that we do.
- **Respect** – We celebrate individuality and encourage everyone to bring their unique strengths and perspectives.
- **Excellence** – We are committed to delivering the very highest standards in education.

We are excited to welcome passionate and dedicated professionals who share our vision and values. Whether you are at the start of your career or looking for your next challenge, South Downs Education Trust offers a supportive, ambitious, and collaborative environment where you can truly thrive. We look forward to the possibility of welcoming you to our team.

Warm regards

Pan Panayiotou

Chief Executive Officer South Downs Education Trust





Welcome

Thank you for your interest in joining Clapham and Patching Church of England Primary School.

Guided by God and our school values of community, integrity, respect, resilience and excellence, we provide a nurturing and inclusive environment where every child is known, valued and encouraged to reach their full potential. Our small, dedicated staff team work together and ensure that wellbeing is a focus for our whole school community.

We have high expectations for both learning and behaviour and believe that all children can achieve excellence when they are supported and challenged appropriately. Our knowledge-rich curriculum, designed around our local context, ensures children develop a deep understanding of the world while making strong academic progress across all subjects. We love to take our learning outdoors, fostering curiosity, resilience, and a love of discovery that extends beyond the classroom.

We look forward to welcoming kind, talented and motivated professionals who share our commitment to making Clapham and Patching CofE Primary School the very best it can be.

Warmest regards

Justine Chubb

Headteacher





Job description

Job title	Learning Support Assistant and Higher Level Teaching Assistant hybrid role
Salary	LSA NJC GRADE 4, points 5-6 FTE £25,583-£25,989 [£8,935.43-£9,077.24 at 15 hours] HLTA NJC Grade 8, points 20-24 £32,597-£35,412 FTE [£11,385.23-£12,368.43 at 15 hours] Combined salary of £20,320.66 - £21,445.67
Location	Clapham and Patching CofE Primary School
Contract	Full-Time, Term Time only + inset days 8.20am – 15.20 -30 hours per week -15 hours as LSA, 15 hours as HLTA- unpaid 1 hour lunch break

Role description

This is a combined role working 15 hours per week with HLTA responsibilities and 15 hours with LSA responsibilities. The role is to support the needs of small groups of children. This appointment is based at Clapham and Patching C of E Primary School but the postholder may have the opportunity to support KS3 and KS4 students at Worthing High School. This is an exciting position for someone who thrives on responsibility, enjoys taking initiative and is passionate about helping children succeed. Any additional hours worked as HLTA will be paid at the HLTA grade.

Qualifications and Experience

All criteria are essential unless stated otherwise

- HLTA qualification including Level 2 English and Maths
- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety
- An ability to maintain high professional standards and the ability to follow quality assurance systems
- An ability to relate well to all children ensuring that their needs are met
- An ability to put the needs of the child first
- An ability to develop effective and supportive relationships with colleagues
- An ability to be clear, concise and fluent in both written and oral communication
- Proven ability to remain calm and self-controlled under pressure, reacting well to change and remaining positive setbacks
- Prepared to undertake training/development as required
- Show commitment to continuous personal learning and development which supports the delivery of outstanding service
- Must have own transport to site



About us

South Downs Education Trust (SDET) is a dynamic and growing Multi-Academy Trust (MAT) committed to delivering exceptional educational outcomes across our schools. Currently comprising two schools, we have ambitious plans to expand by incorporating at least two additional schools in the near future. We are seeking a skilled and proactive People Manager to drive our people strategy and support our growth.

Key Responsibilities

HLTA responsibilities

- Using teaching and learning objectives to plan, prepare and deliver assigned programmes of teaching and learning activities as agreed with the teacher, adjusting activities according to pupils' responses as appropriate, under the overall direction and supervision of a teacher
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate. May involve developing/implementing Individual Development Plans
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required, including specialist support with pupils with learning, behavioural,, communication, social, sensory or physical difficulties
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/care
- Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)

HLTA's at this level may also undertake some/all of the following:

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT
- Undertake moving and handling activities as required
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher



LSA responsibilities

- Monitor the progress of identified students, keep written records and provide the teacher with feedback on students' progress in relation to provision
- Contribute to programmes of support for identified students and deliver specific interventions as directed by the Headteacher or Inclusion lead
- Under the guidance of the class teacher, to work with individuals and groups of SEN students in class to help them to achieve to the best of their ability
- Ensuring the teacher is informed about individual needs and learning strategies
- Under the direction of the class teacher, implement strategies for teaching and learning for individuals and groups of students, taking into account their specific needs
- Be familiar with lessons plans, individual education plans and learning objectives
- Provide support for students by encouraging and modelling positive behaviour
- Helping students assess their own work and that of their peers
- Jointly modelling speaking and listening pair tasks
- Rehearsing answers to "think" or "explain" questions for plenary or feedback sessions
- Encouraging participation using questions and prompts
- Scribing and note taking, reading texts and ensuring access to information
- Ensuring effective use of ICT and other equipment
- Providing an opportunity for the student to verbalise and discuss new learning
- Reinforcing new vocabulary and key words
- Reinforcing new language structures
- Providing appropriate scaffolds for organising and producing written work
- Differentiating tasks and resources
- Checking understanding through a range of questioning and rephrasing/modifying tasks and instructions so they are clearly understood
- Encouraging independent learning strategies
- Reminding students of personal programme and lesson targets, keeping students on task
- Providing low level behaviour management
- Assisting in maintaining safety in the classrooms
- Ensuring that records are kept, as required, and that the keyworker is regularly informed about student progress
- Ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g., assisting with equipment
- To support and deliver subject specific training to other support staff
- To attend meetings, as required
- Within your contracted hours, and as identified in appraisal, undertake specific training such as may be required to enable you to provide effective support, this may include accredited training, training in a particular area of SEN, or in particular aspects of learning need
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher



What We Offer

- The post is based in our small village school in Clapham, in the heart of the South Downs.
- Work as part of a dedicated and professional team
- The chance to make a lasting impact on the lives of staff and students.
- Competitive salary package and benefits aligned with sector standards.

Benefits

- A friendly and supportive environment.
- The opportunity to work with well-motivated students and supportive parents and staff.
- A location on the coast very close to main line railway services and road networks.
- Free well-being and medical support cover.
- The opportunity to be part of the South Downs Education Trust MAT.
- Free use of our fitness suite.

How to apply

If you feel you have the necessary skills for this position and would like further information, an application form can be downloaded from the links provided on the school website at **www.claphamandpatching.co.uk**

Completed application forms should be sent to Mrs Justine Chubb, Headteacher, C/O **office@claphamandpatching.co.uk** or sent to Clapham and Patching CofE Primary School, The Street, Clapham, West Sussex BN13 3UU

Closing date for applications is Wednesday 15th of April 2026 at 12 noon, with **interviews to be confirmed**. An early application is advised as we reserve the right to close the vacancy early if sufficient suitable applications are received.

NOTE FOR RECRUITMENT AGENCIES: We prefer to hire people directly but we do have a preferred supplier list for when we need a helping hand. We will be in touch if we need you.

Please note, because of the nature of this job, if you are successful in your application, you will be subject to an enhanced Disclosure and Barring Service with barred list check. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Clearance will be obtained before employment commences. We will also complete media searches as part of due diligence and safeguarding checks in line with KCSIE guidance.

- South Downs Education Trust (SDET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Worthing High School & Clapham and Patching C of E Primary school are part of SDET, which is an academy trust and a charitable company limited by guarantee and registered in England and Wales with company number 8276210. The Registered Office is at: South Farm Road, Worthing, West Sussex BN14 7AR
- We recognise continuous service from academy/non-academy schools