



Candidate Information Pack

HLTA - Maths and English Support
Closing Date for Applications:
Monday 1st September @ 9am







Acre View
Primary School

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Welcome From Our Head Teacher

Dear Candidate,

I am delighted that you are interested in joining our organisation. This information pack provides a flavour of the role and our school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school located in the beautiful village of Lydiate in Sefton. We cater to primary-aged children with a range of complex Special Educational Needs and Disabilities. Our support extends to pupils with social and communication difficulties, Autistic Spectrum Condition, ADHD, PDA, SEMH, and related learning, emotional, sensory, and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with the knowledge, skills, and experiences necessary to achieve their goals and reach their full potential. We understand that each child and young person is unique and has individual needs. Therefore, we tailor our teaching, learning, and therapeutic interventions to make activities accessible, allowing pupils to flourish and thrive.

We offer the highest training opportunities within a team of exceptionally skilled staff members who prioritise children above all else. Our pupil-centred approach can be intensive yet rewarding. We are a cohesive team with mutually supportive members who listen to and learn from each other.

If you are considering applying for this essential role, please email our HR Department at schooloffice@acre-view.co.uk to arrange a discussion with me regarding the role and to receive the information pack and application form.

With warm regards,

Liz Wynne

Head Teacher of Acre View Primary School



Acre View
Primary School

About Our New School

Our dedicated staff will be committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children will be at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we will focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We will work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children will be soundly reflected within the caring, organised and effective ethos which will be led from the top. This will include a dynamic vision for the set up and development of the new school.

- ✓ Learning to be **understanding** and **responsible**;
- ✓ **Including all**;
- ✓ **Being friendly, fair** and **respectful**;
- ✓ **Being engaged** and **resilient** learners.



EMPLOYEE BENEFITS

Looking after you and your health

- All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:
 - ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
 - ✓ Get **care planning and social care advice**
- ... And after 6 months of employment and membership of Benenden, you can:
 - ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
 - ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
 - ✓ Get access to **physiotherapy** and **mental health counselling support**

Looking after you and your family in the difficult times

- All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Unum. After 6 months of employment, and through Unum, if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Saving for the future

- All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.
- The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

Building your capability

- From day 1 of your employment you will be supported with your
 - **Continuous Professional Development**, with a focus on supporting you
 - to build your personal levels of capability; helping you to become the
 - **best version of you that you can be**.

Role Overview & Application Process



We are seeking to appoint a talented HLTA Maths and English Support

Closing date for applicants: Monday 1st September 2025 @ 9am

Interview Date: Thursday 4th September

In Salary: £26,568.22 - £29,861.93 (pt 18-21)

Contract Type: 44.6 weeks (Term Time only) working 35 hours per week on a permanent contact, Permanent

Role Overview:

In this role you will closely work with teachers to support the learning and attainment of pupils. You will be implementing strategies to enhance pupil achievement, manage behaviour effectively, contribute to individual education plans, and maintain a stimulating learning environment. Additionally, they continuously update your knowledge of SEND, provide teaching cover when needed, and ensure effective communication to adapt to pupils' needs, fostering an inclusive and supportive educational experience.

Application Process:

An application form can be completed online via <https://form.jotform.com/230594201621345> and further information can be downloaded from the charity website or by contacting schooloffice@acre-view.co.uk. **The School does not accept CVs.**

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. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

Therefore, if you are interested, please submit your application as early as possible

Person Specification

HLTA Maths and English Support

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> HLTA qualification or equivalent. Relevant qualifications at Level 3 or above. GCSEs (Grade C or above) in English and Maths or equivalent. 	<ul style="list-style-type: none"> Additional SEND certifications First Aid Certification Qualifications or certifications in special education or specific intervention strategies. 	<ul style="list-style-type: none"> Application Form Interview Professional References
Experience	<ul style="list-style-type: none"> Minimum of two years of experience working with children, preferably in an educational setting. Experience supporting children with SEND. Experience using positive behaviour management strategies. 		<ul style="list-style-type: none"> Application Form Interview Professional References
Skills and Knowledge	<ul style="list-style-type: none"> Effective oral and written communication skills. Excellent interpersonal skills for working with young pupils and forming professional relationships. Good organisational and time management skills. Competent ICT skills. 		<ul style="list-style-type: none"> Application Form Interview Professional References

Person Specification



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	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Personal Attributes:	Empathy and patience when working with children with SEND. Ability to build positive relationships with pupils, staff, and parents. Strong organisational skills and the ability to manage multiple tasks. Commitment to continuous professional development.		<ul style="list-style-type: none">• Application Form• Interview• Professional References

Job Description

HLTA Maths and English Support

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:	A Higher Level Teaching Assistant (HLTA) in Maths and English will collaborate with teachers to enhance the learning and development of pupils. You will implement tailored strategies, manage behaviour, contribute to individual education plans, and ensure an inclusive, supportive learning environment.
Line Management Responsibility To:	Deputy Head Teacher
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • Work alongside the teacher to plan and prepare lessons for students requiring support. • Develop and prepare resources for learning activities tailored to pupil needs. • Set clear, achievable, and specific targets in response to students' learning in lessons. • Deliver high-quality interventions to groups of students or on a 1:1 basis. • Motivate and progress pupils' learning using structured, engaging teaching activities. • Use effective behaviour management strategies in line with the school's policy and procedures. • Encourage pupils to interact and work cooperatively with each other. • Organise and safely manage the appropriate learning environment and resources. • Develop children's self-esteem and independence, employing strategies to recognise and reward achievement. • Keep records of lesson content and learning objectives. • Evaluate pupils' progress through a range of assessment activities. • Provide constructive feedback to pupils regarding their progress and achievement. • Cover and lead class teaching as required.

Job Description

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Qualifications and Experience

- Relevant HLTA qualification or equivalent .
- Experience working with children with autism and other SEND.

Skills and Attributes:

- Proficiency in English and Maths to support student learning effectively.
- Excellent verbal and written communication skills to interact with pupils, parents, and staff.
- Organisational Skills: Ability to manage time and resources efficiently, balancing multiple tasks and priorities.



