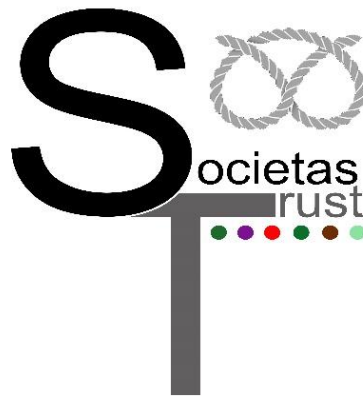




# The Societas Trust



## Recruitment Pack

JOB TITLE – Teaching Assistant/HLTA

CLOSING DATE –Friday 11<sup>th</sup> September 2026

INTERVIEW DATE – TBC

SETTING – Goldenhill Primary Academy

*“Great Learning Opportunities For All”*

<https://www.societatrust.org.uk/>

# Message from the CEO of the Trust

*Dear applicant*

*Thank you for your interest in the position of Teaching Assistant at Carmountside Primary which is part of the The Societas Trust. Our Trust currently consists of:*

*Alsagers Bank Primary Academy*

*Ash Green Primary Academy*

*Ball Green Primary Academy*

*Burnwood Primary School*

*Carmountside Primary Academy*

*Ellison Primary Academy*

*Gladstone Primary Academy*

*Goldenhill Primary Academy*

*Oaklands Nursery School (Associate member)*

*Summerbank Primary Academy*

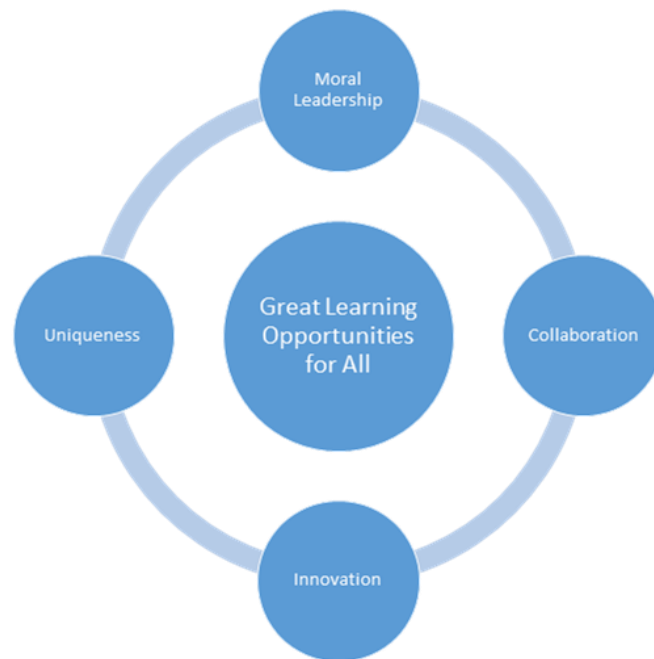
*The Societas Trust is a successful partnership between ten schools in North Staffordshire. We share a belief that the needs of children are best met when schools collaborate and cooperate and are able to maintain close links with the communities they serve. Whilst it is crucial for us to support the development of the unique identity of each school in the partnership, we also believe that by developing and promoting innovative and creative approaches to learning and teaching across the trust, we will ensure that our children have the very best opportunities to excel academically and develop socially. We believe that children learn best and thrive in environments that promote and foster self-belief, the love of learning and high expectations of themselves and others. I would like to extend my very best wishes to all the pupils, teachers, governors and parents/carers across The Societas Trust for their future success.*

*Jon Lovatt*



## ***Vision and Values of The Societas Trust.***

*'To create a sustainable, professional community, where all learners are valued and encouraged to achieve their potential, and all individuals are respected.'*



*Whilst our shared drivers and values, depicted above, underpin the ethos and culture of the Trust, each setting is also valued as an individual entity with its own special identity. So, at Societas:*

*All settings work collaboratively, not competitively – there is no lead setting;*

*Each setting retains its own senior leadership team and business manager;*

*Each setting retains its own local governing board.*

### ***Our shared values include:***

*Honesty  
Transparency  
Trust  
Challenge  
Integrity  
Accountability  
Respect  
Moral Leadership  
Professional regard  
Collaboration  
Physical Health and Well-Being for all*

## Our Settings

### [Alsagers Primary Academy.](#)



Alsagers Bank Primary Academy is proud to have become part of The Societas Trust in September 2021.

Alsagers Bank Primary Academy is a small, semi-rural primary school located on the outskirts of Newcastle under Lyme with 157 pupils on role from Nursery to Year 6. (September 2024). We have 7 classes throughout the school and 28 staff. We work closely with Bee Active Childcare who provide 2 year old provision on our site and Bee Active who offer holiday club provision to the local community during all school holidays.

Our main school building, which dates back to 1836, is set within generous grounds with large school fields on which a dedicated area to Forest Schools has been developed and this theme of Forest Schools is reflected in our school corridor decoration.

### [Ash Green Primary Academy](#)



Ash Green Primary Academy is a nurturing environment where all children feel valued, happy and secure. As a family, we learn together, laugh together and take care of each other in a school community which is passionate about caring for the body, heart and mind. Equality, fairness and respect are paramount as is our unshakeable belief that all children have an entitlement to world class opportunities regardless of background.

We aspire for all children to have a love of learning, be curious about the world we live in and to have the confidence to try new ideas and take risks. Children embrace unique talents as well as ensuring that we are 'achieving the best, together'. All within our school family take pride in the role they have by striving for excellence and not perfection. These core values mean that all children achieve their personal bests by having high expectations of themselves and others. A carefully designed curriculum and assessment system, bespoke to our school context, allows our children to make sense of the world and their place in it, as well as respecting and valuing other individuals and communities.

Ash Green has strong collaborative links with all settings within The Societas Trust. The team are outward facing in their pursuit of self-sustaining school improvement.



### [Burnwood Community School](#)

Burnwood Community School is a fast paced, exciting and creative school that works hard to ensure that the whole school community is supported. The achievement of our children is our top priority and everyone supports our ethos and school mission statement of 'working together to achieve our best'.

At Burnwood we support and challenge every child, to be resilient, to work hard and to do their best. We work collaboratively across the Trust and beyond to promote a culture in which openness to peer and external scrutiny are balanced by an expectation that we share talents, strengths, and expertise.

All members of the school team share the school values and have the drive to secure rapid and sustained improvement whilst also developing the culture and ethos of the school. We prioritise staff wellbeing and are deeply committed to investing in staff at every level of our organisation through clear professional development pathways and opportunities.



### [Carmountside Primary Academy](#)

Carmountside Primary Academy is a happy, warm and friendly school serving Abbey Hulton and the wider community to ensure that all children achieve more than they ever thought possible. We have a hardworking, dedicated team who provide the best for our children so they leave us having developed into confident, healthy individuals with the strength of character that enables them to achieve their full potential. We are committed to raising standards and have consistently high expectations of our children both academically and socially.

We are proud of the wide range of opportunities we offer our children. We aim to make learning enjoyable, allowing every individual to succeed in a safe, secure environment. Through our broad and balanced curriculum, we strive to create life-long learners with a hunger for knowledge whilst developing skills and values to become tolerant and respectful young people. We believe that every child has the right to quality education and that this is achieved when parents and schools work together in partnership.

### [Ellison Primary Academy](#)



Ellison Primary Academy is a busy but friendly academy, where lots of exciting learning happens. We place great emphasis on children enjoying their learning experience, as well as reaching the highest possible standard of achievement. It's not just about remembering dates and facts...it's also about igniting an interest in learning that will last a lifetime. This would not be possible without our wonderful teaching and support staff. They are dedicated to making sure that all our children enjoy their time here and reach their full potential.

Our school vision is, 'Developing a caring family of creative, critical and collaborative learners'; this is achieved in our highly supportive and caring environment, where children feel safe to make mistakes, learn from those mistakes and become confident, independent learners.

### [Gladstone Primary Academy](#)



Gladstone is a two-form entry Primary School situated in Longton with we currently have over 470 pupils on roll. The school was built in 2009 and we have fantastic facilities in our impressive 'state of the arts building and grounds'. Gladstone is a nurturing school where everyone's contribution is valued. We have a talented and dedicated team and a forward thinking and ambitious Governing Board. Our fantastic pupils are well mannered and polite and play an active role in the running of our school and our parents are very supportive and work well with us. We serve as a hub for our local community.

### [Goldenhill Primary Academy](#)



At Goldenhill Primary Academy, we are dedicated to providing a strong foundation for every child to thrive, both academically and personally. Our mission is to help each pupil reach their full potential in a nurturing and supportive environment. Central to our ethos are values of respect, exemplary behaviour, and inclusivity, which we foster in all members of our school community, regardless of age, gender, religion, or ability. At Goldenhill, we truly believe in 'Developing the Individual.'

Our provision is designed to inspire a genuine love of learning, which we see as the cornerstone of academic success. We are committed to continuously improving outcomes for all our pupils, ensuring they are well-equipped to meet the challenges ahead. As a fully inclusive school, we warmly welcome students with special educational needs and disabilities, and are dedicated to providing the support they need to flourish.

### [Oaklands Nursery School](#)



We are one of the last 2 remaining standalone Local Authority Maintained Nursery Schools in Staffordshire. We work closely with The Societas Trust as an associate partner, which is comprised of 8 primary settings in North Staffordshire, including Ellison Primary Academy. We provide education for children aged two to five years with a caring, passionate and experienced staff team.

At Oaklands, we put the children at the heart of all we do, providing a truly child centred, creative and holistic approach to early years education. Our approach nurtures and empowers children to be curious, make their own choices and become confident and resilient individuals. Through this approach, we aspire to foster a lifelong love of learning. Staff are exceptionally skilled at knowing each child's interests, needs and next steps. The partnership with the Trust makes a positive difference to leaders, staff and children due to the enhanced range of opportunities, training and support provided.

### [Summerbank Primary Academy](#)



Summerbank is a large, multicultural primary school situated in the north of Tunstall.

We provide children with an engaging, high quality, all round education in a vibrant, well-resourced and inclusive environment. We see our school as a family and we take pride in creating a caring and supportive ethos where each member thrives, our motto is 'together we grow'.

Children in our school are happy, polite and keen to learn and our talented and creative staff work hard to make sure every child has the opportunity to reach their full potential. Our curriculum is relevant and engaging and is taught well, this along with high expectations and a committed staff team ensures that children have good progress and attainment.

We are privileged to have a school community where a high proportion of our children and families originate from different areas across the world, bringing together a richness of culture and language which we celebrate at Summerbank. We want our children to take advantage of all the opportunities life has to offer - we plant the seed to grow their dreams.



**Ball Green Primary School**



Every child. Every chance. Every day.

Ball Green Primary School is a welcoming, medium-sized school and nursery serving the Norton, Ball Green and nearby communities. We take pride in building strong, supportive relationships with children, families and the wider community, creating a respectful and caring environment where everyone can thrive together.

Our vision is to be a "school of smiles," where every child is happy and given the opportunity to grow and improve every day. We focus on nurturing the whole child through an inclusive, fair and consistent approach. Our goal is to prepare every child socially, emotionally and academically for success in the modern world.

We offer tailored support, including nurture groups and alternative provision for children needing extra help. From April 2026, we will expand our support with a new specialist provision for children facing social, emotional and mental health challenges.

Our curriculum is designed to deepen knowledge, skills and vocabulary through a progressive, text-based approach. We encourage cross-curricular learning and outdoor activities to inspire children, while integrating technology to prepare them for the future. At Ball Green, we aim to create confident, well-rounded learners who are ready to embrace their diverse futures.



## Employee Benefits.

As a valued member of staff or governor at The Societas Trust, not only will you be part of an organisation that is dedicated to ensuring 'Great Learning Opportunities for All', which is embedded in our core values of Moral Leadership, Collaboration, Uniqueness and Innovation, you will also have access to a wide range of employee and governor benefits enabling you to thrive. These include:

- Automatic enrolment into guilt edged pension schemes: Teachers' Pensions Scheme for teachers; Staffordshire Local Government Pension Scheme for all other staff
- Cancer and Chronic Illness Support\*
- Child Care Vouchers
- Counselling\*
- Cycle To Work Scheme
- Discounted Gym Memberships
- Food Sensitivity Testing\*
- Financial Wellbeing Support\*
- Integrated GP Services\*
- Long Service Award after 25 years' continuous service\*
- Menopause Support\*
- Mindfulness Support and 'Mastering Mindfulness' courses\*
- Nurse Support\*
- Physiotherapy\*
- Private Medical Operations
- Recognition of relevant continuous service on appointment
- Staff Workshops, including Health Screening and Stress/Mindfulness Workshops
- Virtual Gym\*
- Weight Management\*
- Wellbeing Day - an additional day off work for your wellbeing
- Wide Range of Continuing Professional Development and Career Progression Opportunities

\*These benefits are also available to our governors

(Please note that terms and conditions apply to some benefits)



Wellbeing



## Job Description

|            |                                           |
|------------|-------------------------------------------|
| Job Title: | Teaching Assistant/HLTA                   |
| Grade      | Level 4 (point 4-7)/Level 6 (point 12-17) |
| Hours:     | 32 hours per week (term time only)        |

### Job Context

### Purpose of the Role

To work as part of the Year 6 team, providing high-quality support for teaching and learning throughout the school day. During the morning, the post holder will work as a Teaching Assistant, supporting pupils, teachers and learning within the classroom. During the afternoon, the post holder will undertake the responsibilities of a Higher Level Teaching Assistant (HLTA), leading learning, delivering planned lessons, covering the Year 6 class to enable leadership release time, and ensuring continuity of high-quality teaching and learning.

The successful candidate will play an important role in supporting pupils to achieve high standards academically, socially and emotionally, while promoting the school's vision, values and high expectations.

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### Main Duties and Responsibilities

#### Morning Role – Teaching Assistant

##### Teaching and Learning Support

- Work under the direction of the class teacher to support teaching and learning.
- Provide targeted support to individual pupils and small groups to accelerate progress.
- Support pupils with reading, writing, mathematics and wider curriculum activities.
- Reinforce learning objectives and classroom routines.
- Promote independence and resilience in pupils.
- Support pupils with SEND, Pupil Premium or additional learning needs where required.
- Assist with the preparation and organisation of classroom resources.
- Support the effective use of technology to enhance learning.
- Promote high standards of presentation and behaviour.

##### Assessment

- Observe pupils' learning and provide feedback to the class teacher.
- Record observations and contribute to pupil assessments where appropriate.
- Support the delivery of intervention programmes and monitor pupil progress.

## **Behaviour and Wellbeing**

- Promote the school's behaviour policy consistently.
  - Build positive relationships with pupils.
  - Support pupils' emotional wellbeing and personal development.
  - Encourage excellent attendance, punctuality and positive attitudes to learning.
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## **Afternoon Role – Higher Level Teaching Assistant**

### **Teaching Responsibilities**

- Deliver high-quality lessons planned by the class teacher.
- Cover the Year 6 class during allocated leadership release time.
- Adapt learning activities to meet the needs of all pupils.
- Maintain a positive, purposeful and engaging learning environment.
- Use effective questioning and assessment strategies to promote progress.
- Provide feedback to pupils that moves learning forward.
- Mark work in line with the school's assessment and feedback policy where appropriate.

### **Classroom Leadership**

- Manage the classroom effectively and maintain high expectations of behaviour.
- Ensure pupils remain engaged and make good progress during lessons.
- Promote positive attitudes, independence and resilience.
- Liaise closely with the class teacher regarding pupil progress and next steps.

### **Intervention and Support**

- Plan and deliver small group or intervention sessions where appropriate.
  - Support Year 6 pupils in preparation for statutory assessments and transition to secondary school.
  - Identify pupils requiring additional support and communicate concerns to the class teacher.
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### **Wider Professional Responsibilities**

The post holder will:

- Work collaboratively with teachers, support staff, parents and external agencies.
- Attend relevant staff meetings, training and professional development.
- Contribute positively to the wider life of the school.
- Uphold the school's policies, procedures and values.
- Maintain confidentiality at all times.

- Promote equality, inclusion and diversity.
- 

### **Safeguarding Responsibilities**

The post holder will:

- Safeguard and promote the welfare of children.
  - Follow all safeguarding and child protection procedures.
  - Report concerns immediately to the Designated Safeguarding Lead.
  - Maintain appropriate professional boundaries.
- 

### **Health and Safety**

- Work in accordance with the school's Health and Safety Policy.
  - Ensure a safe learning environment for pupils and staff.
  - Report hazards, accidents or concerns promptly.
- 

### **General**

The duties outlined in this job description are not exhaustive and may be varied by the Headteacher to meet the changing needs of the school. The post holder may be required to undertake other duties appropriate to the grade and responsibility of the post.

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### **Person Specification**

#### **Qualifications**

##### **Essential**

- GCSE Grade C/4 or above (or equivalent) in English and Mathematics.
- Teaching Assistant qualification (Level 2 or above) or equivalent experience.
- Higher Level Teaching Assistant (HLTA) Status or willingness and ability to work at HLTA level.

##### **Desirable**

- Level 4 HLTA qualification.
- Relevant safeguarding or intervention training.
- Paediatric First Aid qualification.

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## **Experience**

### **Essential**

- Experience supporting learning in a primary school.
- Experience working with Key Stage 2 pupils.
- Experience supporting pupils with differing learning needs.
- Experience promoting positive behaviour.

### **Desirable**

- Experience working within Year 6.
- Experience delivering lessons to whole classes.
- Experience preparing pupils for statutory assessments (SATs).
- Experience delivering intervention programmes.

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## **Knowledge and Understanding**

### **Essential**

- Good understanding of the Key Stage 2 curriculum.
- Knowledge of effective behaviour management strategies.
- Understanding of safeguarding responsibilities.
- Understanding of assessment for learning.
- Knowledge of supporting pupils with additional needs.

### **Desirable**

- Understanding of Year 6 assessment arrangements and transition to secondary school.
- Knowledge of current educational initiatives.

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## **Skills and Attributes**

The successful candidate will demonstrate:

- Excellent communication and interpersonal skills.
- High expectations of pupils and themselves.
- The ability to motivate and inspire children.
- Excellent organisational skills.
- Strong classroom management skills.
- Flexibility and adaptability.

- A calm and professional approach under pressure.
  - Ability to work independently and as part of a team.
  - Commitment to inclusion and raising standards.
  - A positive, enthusiastic and proactive attitude.
- 

### **Personal Qualities**

The successful candidate will:

- Be committed to achieving the best outcomes for every child.
  - Be reliable, professional and trustworthy.
  - Demonstrate resilience, integrity and initiative.
  - Have a commitment to continuous professional development.
  - Support the ethos and values of the school.
  - Be an excellent role model for pupils.
- 

### **Safeguarding Statement**

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.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check, satisfactory references, online checks and all other pre-employment checks in accordance with Keeping Children Safe in Education.

**Application Guidance:**

If you decide to apply for this post applicants are required to complete an application form, CVs will not be accepted. Your formal letter of application (supporting statement) should be no more than 1300 words and should include:

- Why you are attracted to the post
- How your experiences and achievements address the job description and personal specification

For further details and to request an application form please email [ssharman@goldenhillprimary.org.uk](mailto:ssharman@goldenhillprimary.org.uk) / visit the academy or The Societas Trust website.

Visits to the Academy are strongly encouraged prior to application, to arrange please call the office on 01782 235790

Deadline for applications: Friday 11<sup>th</sup> September 2026

Interviews: TBC

If you have not received communication from the academy inviting you for interview within 7 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

**Safeguarding:**

Goldenhill Primary Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act (1974) and all shortlisted candidates will be asked to complete a criminal record self-declaration and be subject to references and online social media checks. Appointment to the post will be subject to a satisfactory enhanced check by the Disclosure & Barring Service.

To comply with Asylum and Immigration legislation you will be required (if appointed) to provide one or more documents from the Immigration Act 2006 - List A and B. You must provide proof of current and valid permission to be in the United Kingdom and valid permission to do the type of work offered. Further information is available at: [www.bia.homeoffice.gov.uk/employers/](http://www.bia.homeoffice.gov.uk/employers/)

**For More information about The Societas Trust, please visit our website:**

<https://www.societatrust.org.uk/>