

HIGHER LEVEL TEACHING ASSISTANT – RESERVE (CAFÉ INTERVENTION)

36 hours per week, 39 weeks (term time plus 5 inset days)



Salary:

- Qualified HLTA: £27,715 - £30,677 (FTE £33,210 - £36,760)
- Unqualified: £23,999 - £26,603 (FTE £28,758 - £31,878)

Are you an experienced Teaching Assistant or HLTA looking for a rewarding new role?

St Joseph's Specialist Trust is a unique setting comprising a special school, college, children's home and adult support living provision, located in Cranleigh, Surrey, midway between Guildford and Horsham.

We are seeking a Café-based Higher Level Teaching Assistant (Reserve) to join our team as soon as possible. This is a permanent position where you will support student learning through meaningful, functional and motivational work experience within our on-site café.

As an HLTA Reserve, you will also monitor student progress and mentor Teaching Assistants, playing a key role in both learning delivery and team support.

About the role

You will support students aged 5-19 with complex learning disabilities and significant social communication and behavioural needs. Through your compassion, structure and guidance, you will help students achieve outcomes aligned to their individual needs.

Your role will include:

- Promoting teaching, learning and engagement in work-related learning and work experience
- Supporting students to develop transferrable workplace skills, independence and self-confidence
- Delivering delegated learning activities that challenge and motivate learners
- Supporting café operations, including:
 - Collating orders
 - Managing student shift rotas
 - Assisting the Café Manager with daily kitchen tasks

As a HLTA Reserve, you will complement the professional work of teachers by:

- Contributing to lesson planning and preparation
- Delivering learning to individuals, small groups or whole classes
- Providing emergency cover for short-term, unplanned teacher absence.

Supporting our students

Working with our students can be both incredibly rewarding and, at times, challenging. Students may experience frustration, anxiety or heightened emotions.

We will equip you with the skills and confidence to:

- Provide clear boundaries and structured choices
- Support emotional regulation
- Use safe and effective physical intervention strategies where required

Some students may also require personal care.

Emotional, mental and physical resilience are essential, and in return we offer strong support and opportunities to develop your career.

Working Hours

During term time and inset days:

- Monday: 8:30 – 4pm
- Tuesday to Thursday: 8:30am – 4:15pm
- Friday: 8:30am – 3:45pm

Plus, an additional 30 minutes per week (worked flexibly to meet operational needs) and a 30-minute unpaid break each day.

This role is for 38 weeks term time plus 5 CPD days.

About you

We welcome applications from:

- Qualified HLTAs
- Experienced Tas ready to undertake HLTA training

Own transport is desirable due to our semi-rural location (Cranleigh does not have a train station).

Why join St Joseph's?

- Free lunch provided by our in-house catering team during term time
- Ample free onsite parking
- £1,000 retention bonus for new employees
 - £250 after 1 month
 - £250 after 1 year
 - £500 after 18 months
- Life insurance and Medical Cashplan
- Comprehensive induction programme
- Ongoing training, supervision and 1:1 mentoring
- Employee Assistance Programme (24/7 confidential wellbeing and counselling support)
- Strong internal support network, including Adult Mental Health First Aiders and Occupational Health
- Discounted fitness classes with Surrey Fitness Camps and Go Fest Active Studio
- Clear opportunities for career progression and promotion
- A beautiful 23-acre site on the edge of the Surrey Hills

How to apply

In line with safer recruitment practices, shortlisting will be based solely on a fully completed Trust application form.

To request an application pack (including application form, job profile and person specification), please:

- Visit: www.st-josephscranleigh.surrey.sch.uk/recruitment
- Email: recruitment@st-josephscranleigh.surrey.sch.uk

Please note: we are unable to sponsor applicants to relocate from abroad or convert a study visa into a work visa at this time.

Closing Date: 22nd April, 2026

Interviews will follow shortly after and will include delivering a prepared lesson on a topic provided.

If successful, you will be required to complete Team Teach positive behaviour support training as part of your induction prior to employment.

Safeguarding Statement

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. This role requires an enhanced DBS check and satisfactory references.