

## HIGHER LEVEL TEACHING ASSISTANT (HLTA)

**36 hours per week, 39 weeks per year (term time plus 5 INSET days)**

**Actual salary:**

**Qualified HLTA: £29,600 - £32,763**

**Unqualified HLTA: £25,632 - £28,412**



Are you an experienced Teaching Assistant ready to take the next step in your career? Or an existing HLTA looking for a rewarding new opportunity?

At St Joseph's Specialist Trust, we are seeking a compassionate and motivated Higher Level Teaching Assistant to join our dedicated education team as soon as possible.

Based in Cranleigh, Surrey – midway between Guildford and Horsham – St Joseph's is a specialist SEN school, college, children's home and adult supported living provision. Set within a beautiful 23-acre site on the edge of the Surrey Hills, we support children and young people aged 5-19 with complex learning disabilities, autism, severe social communication difficulties and behaviours that challenge.

### **About the role**

This is a class-based HLTA role where you will work closely alongside the class teacher to deliver engaging learning experiences and contribute to lesson planning and preparation. You will also help monitor student progress and provide mentoring and guidance to Teaching Assistants within the classroom team.

Our students have a wide range of complex needs and require patient, consistent and compassionate support to help them develop communication, independence and life skills. You will play a vital role in helping them learn, grow and achieve their individual potential.

As part of the role, you may also support students with personal care needs to ensure they remain comfortable and supported throughout the school day. Full training and ongoing support will be provided, including positive behaviour support and physical intervention training where required.

Mental, emotional and physical resilience, teamwork and a proactive approach are essential qualities for this role.

### **Working hours**

Working hours during term time and INSET days are:

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

(plus 30 minutes per week worked flexibly to meet operational needs, with a 30-minute unpaid break each day).

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

### **Who we're looking for**

We welcome applications from:

- Qualified HLTAs
- Experienced Teaching Assistants looking to progress into an HLTA role
- Unqualified HLTAs willing to undertake relevant training

Due to our semi-rural location, access to your own transport is desirable, as Cranleigh does not have a train station.

### **Why join St Joseph's?**

We value and invest in our staff and offer a wide range of benefits, including:

- Free lunch during term time, prepared by our in-house catering team
- 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
- Regular training, supervision and 1:1 mentoring
- 24/7 Employee Assistance Programme with confidential wellbeing and counselling support
- Access to Adult Mental Health First Aiders and Occupational Health support
- Discounted fitness classes with Surrey Fitness Camps and Go Fest Active Studio
- Excellent opportunities for career progression and promotion
- A supportive and welcoming multidisciplinary team environment
- The opportunity to work within a beautiful countryside setting on the edge of the Surrey Hills

### **How to apply**

In line with safer recruitment guidance, shortlisting is based solely on receipt of a fully completed Trust application form.

For an application pack, including the application form, job profile and person specification, please visit our website or email: [recruitment@st-josephscanleigh.surrey.sch.uk](mailto:recruitment@st-josephscanleigh.surrey.sch.uk)

Please note that we are unable to sponsor applicants to relocate from overseas or convert study visas into work visas at this time.

### **Closing date – 8<sup>th</sup> June 2026**

Interviews and selection activities will take place shortly afterwards and will include teaching a prepared lesson a topic provided in advance.

If appointed, you will be required to complete Team Teach positive behaviour support training as part of your induction prior to commencing employment (refreshed annually).

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.