

HIGHER LEVEL TEACHING ASSISTANT – RESERVE WITH MEDIA
36 hours per week, 39 weeks per year (term time plus 5 inset days)



Actual salary:

- **Qualified HLTA: £29,600 - £32,763 (FTE £34,511 - £39,199)**
- **Unqualified: £25,632 - £28,412 (FTE £29,884 - £33,126)**

Are you an experienced TA or HLTA looking for a rewarding new challenge?

St Joseph's Specialist Trust is a specialist school, college, children's home and adult supported living service based in Cranleigh, Surrey, midway between Guildford and Horsham. We are seeking a dedicated Higher Level Teaching Assistant – Reserve with Media to join our team as soon as possible.

This is a varied and rewarding role, combining classroom-based learning support with responsibility for capturing and showcasing the achievements of our students through photography, video and social media content.

Working alongside teachers, you will contribute to the planning, preparation and delivery of learning activities, support students both individually and in groups and provide cover for short-term teacher absence when required. HLTAs also play an important role in mentoring Teaching Assistants and monitoring student progress.

About the Role

You will support students aged 5-19 with complex learning disabilities, autism, severe social communication difficulties and behaviours that can be challenging. Our students may display behaviours such as anxiety-driven responses, verbal aggression, hitting, kicking, biting, spitting, property damage and, on occasion, sexualised behaviours. All student-facing roles also involve supporting students with personal care where required.

With your patience, resilience and guidance, you will help students develop their independence, communication skills and learning outcomes, enabling them to achieve their individual potential.

As part of the Media element of the role, you will:

- Support staff in recording and evidencing student learning and achievements.
- Manage photography, video, music and digital media files, including student records and storage systems.
- Regularly update the Trust's social media channels with high-quality content.
- Create engaging half-termly multimedia reflections that celebrate and document the work taking place across the Trust.

Training and Support

Supporting our students can be both physically and emotionally demanding. Students may become frustrated, anxious or dysregulated and staff must be prepared to provide consistent support, clear boundaries and safe interventions when necessary.

We provide comprehensive training, including positive behaviour support strategies and physical intervention training, to equip you with the skills and confidence needed to succeed. However; strong mental, emotional and physical resilience are essential qualities necessary for all our staff.

There are also excellent opportunities for professional development and career progression across the Trust.

Working Hours

36 hours per week during term time and INSET days:

- 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. A 30-minute unpaid lunch break applies each day.

About You

We welcome applications from:

- Qualified HLTAs

- Experienced Teaching Assistants who are ready to progress and undertake HLTA training.

Due to our semi-rural location, access to your own transport is desirable. Please note there is no train station in Cranleigh, so applicants should carefully consider their commuting arrangements before applying.

Why Join St Joseph's?

- Free lunch provided by our in-house catering team during term time.
- Ample free onsite parking.
- £1,000 recruitment and 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
- Employee Assistance Programme providing confidential wellbeing and counselling support 24/7
- Strong support network including Adult Mental Health First Aiders and Occupational Health services
- Discounted fitness classes with Surrey Fitness Camps and Go Fest Active Studio
- Career progression and promotion opportunities
- Beautiful 23-acre campus on the edge of the Surrey Hills

How to Apply

In line with safer recruitment practices, shortlisting is based solely on the submission 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

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: Tuesday 1st July 2026

Interviews will take place shortly afterwards and will include delivering a prepared lesson on a topic supplied for our students.

Successful candidates will be required to complete Team Teach Positive Behaviour Support Training as part of their induction before commencing employment.

Safeguarding

St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory references, an enhanced DBS check and the successful completion of all pre-employment checks.