

Meadow Green Primary School



'A Hive of Industry & Learning'

Headteacher: Mr N Jones B.Sc.Econ PGCE

Deputy Headteacher: Ms L. Nocher BA Hons PGCE

Meadow Green Primary School: Higher Level Teaching Assistant Grade 4

Meadow Road
Wythall
Birmingham
Worcestershire
B47 6EQ

Contract term: Permanent

Age Range: 3-11

Head Teacher: Mr Nathan Jones (Mr Matthew Taylor -September 2026)

Start Date: 1st September 2026

Salary: HLTA Grade 4 Spinal Point 19-22- £14,842 - £15600 term time only (£32061 - £33,699 FTE)

Application closing date: Monday 13th July

19.5 hrs per week – Term Time Only

What skills and experience we're looking for

We are looking for an energetic and dedicated individual to join our wonderful school as a Higher Level Teaching Assistant (HLTA) . The role will be for 19.5 hours per week, across 3 days, term time only.

The post of HLTA will offer an opportunity to work closely with teaching colleagues and senior leaders within the school to provide PPA cover across all year groups. Time will be allowed within the role for an element of planning and/or marking.

The Governing Body and Head teacher at Meadow Green Primary School are looking to appoint a caring, committed and enthusiastic Higher Level Teaching Assistant to support the delivery of PPA and support some children in the classroom for 19.5 hours (3 days) per week between 8:10am – 3:30pm. Working days may be negotiable.

The role will include working with children across a range of ages abilities and may also involve working with children individually, as part of a group or supporting children as part of a whole class. There may be occasions where you are required to cover classes in instances where staff are absent or on training. Experience of working across the primary age range and any related training would be desirable.

The successful candidates will:

- Be a strong team player, who is independent and flexible to change
- Be an excellent practitioner
- Be hardworking and reliable
- Have previous experience of working in a primary school, either as a teacher or HLTA.
- Prepare lessons with teachers, contributing to the planning cycle including evaluating and adjusting lessons in response to pupils' needs.
- Teach whole classes as part of PPA provision according to the PPA time-table. Also to provide short-term cover within any age group in response to teacher absence/ training.
- Provide verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils in line with school policy.
- Motivate and progress pupils' learning following school policies and guidance from class teachers.

In return we will offer:

- A warm, caring, supportive and positive working environment, where all staff are valued
- Well behaved, friendly and well-motivated children
- A commitment to staff mental health and wellbeing
- Excellent relationships with parents and other stakeholders
- A very attractive school environment with excellent resources
- Opportunities for professional development.

For further information and specific job details, please contact the school. Information packs will be emailed by return.

Please read the person specification carefully and use your letter of application to tell us about your experience in these areas.

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young children.

Contact Person: Mrs Magne – Office Administrator

Tel: 01564 823 495

enquiries@meadowgreen.worcs.sch.uk

Closing Date: Tuesday 6th July 2026

Interview Date: Thursday 16th July 2026