

Higher Level Teaching Assistant (HLTA) PPA and Leadership Cover

Advert

Start Date:	1 st November 2026
Contract/Hours:	2 - 5 days per week (open to discussion), plus 1 staff meeting per term, term-time only.
Salary details:	Grade 8 (NJC - Green Book)
Contract Type:	Fixed Term until 31 December 2027, with a view to extend.
Closing Date:	9am on Monday 5 th October 2026
Interview Date:	Monday 12 th October 2026

Are you ready for a new challenge? Do you enjoy teaching but not the workload? Do you want flexible working days? Are you an ECT having a year out?

Are you ready for the next step in your career?

Would you thrive in a role that offers variety, responsibility, and the chance to teach across three out of four classes? Are you creative, flexible and eager to make a greater impact beyond classroom support?

We are a popular, oversubscribed village school with a strong sense of community. We are looking for a passionate and skilled Higher Level Teaching Assistant (HLTA) who has been a teacher and/or has carried out the role of HLTA in a few schools.

We are also open to discussing how this role could be structured alongside a Teaching Assistant (TA) position. For the right candidate, there may be an opportunity to combine HLTA responsibilities with classroom support, creating a flexible role that reflects your experience, strengths and preferred working pattern. We would be happy to discuss different combinations of days and responsibilities with interested candidates.

Ideally you will have proven experience of delivering high-quality lessons and be confident in planning and assessment.

Clanfield Church of England Primary School

Why join us?

This is a fantastic opportunity for an experienced teacher, HLTA or TA, at any stage in their career, to contribute meaningfully to our outward-looking, progressive school. We offer a supportive, forward-thinking team that is committed to continual improvement and professional development. We invest in our staff – from collaborative planning time to engaging CPD. Staff meetings are used for high-impact development: reading current research, engaging in training, or planning together. Many of our team pursue further qualifications, including Level 7 Apprenticeships and MScs in Leadership and Management.

What makes us special?

- Our children are enthusiastic, inquisitive and eager to learn and succeed.
 - Our families are supportive, proactive and deeply community minded.
- Our Headteacher and Governors are ambitious and tenacious in their approach to school leadership. Our Headteacher was a School Improvement Partner for the Local Authority and a mentor to aspiring Headteachers. She is now an Executive Headteacher.

Our Ofsted report July 2026 commented on 'staff feel appreciated and know that their views are heard and acted on'.

We are looking for someone who:

- Can work effectively within a team, whilst being self-motivated and able to work independently
- A values-led individual who has high expectations of achievement and behaviour for themselves and others.
- Is flexible, adaptable and confident covering multiple classes.
- Can follow planning carefully and uphold school policies.
- Will deliver engaging whole class sessions.
- Is committed to their own development and professional growth.
- Builds and maintains professional relationships with staff, pupils and families.
- Has a good sense of humour and a positive outlook.

In return, we can offer you:

- A happy, supportive and friendly environment where we work effectively as a team - Ofsted and recent staff survey reported 100% staff are happy in their role.
- Pupils enjoy being part of this inclusive and nurturing school community. They describe the school as 'a big family' where everyone is encouraged to grow and flourish. Pupils arrive happily each day and attend well. Pupils build warm, trusting relationships with adults. (Ofsted 2026)

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- Governors who are committed to the continuing development of the school and staff.
- Wellbeing days.
- The chance to make a real difference within our school and community.
- The opportunity to be involved in planning an ambitious, inspiring and challenging curriculum for all pupils - one which has been shared in the local authority as a model of excellence.
- A promise to ensure workload is constantly monitored for all staff.
- A sociable, high spirited and happy team.
- A village with an award-winning café, boutique restaurant and outdoor education centre within 500 metres.

This is no ordinary school; this may be a small school, but it has a big ambition.

Please contact our School Office on 01367 810257 to arrange a visit; we look forward to welcoming you.

Mrs Kim Rogers

Headteacher

Application Procedure:

We welcome informal conversations with the Headteacher and encourage you to come and visit our school and meet our staff and pupils. In all circumstances, please contact Ms Betts (Business Manager) for further details and an application pack; telephone 01367 810257 or email office.3100@clanfield.oxon.sch.uk. We reserve the right to interview candidates prior to the closing date. Early applications are encouraged. Please note that we are unable to accept CV applications.

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.