Trinity School
Heathway Dagenham
Essex RM10 7SJ
Headteacher: Jo Long
Tel: 020 3435 5955

Higher Level Teaching Assistants

Scale 6: £28,371 (Actual salary, LBBD Payroll will confirm)
32.5 hours per week (term time only)
Fixed working hours: 8.45am to 4pm (Mon to Weds) and 8.45am to 3.15pm (Thurs and Fri)

Closing date: Friday 6th March 2026 at 12.00
Interviews W/B: TBC

As a Higher Level Teaching Assistant, you will work directly under the supervision and line management of your allocated class Qualified Teacher/TLR to contribute to a wide range of teaching and learning activities, to assist and support the work of your allocated qualified class teacher, to cover class teaching duties where staffing levels are impacted due to staff absences (short-term) and have regular whole class teaching responsibility as part of supporting the School leadership and training.

You must possess the following:

- recent successful experience of teaching a whole class under guidance
- a minimum of two academic years of experience of specifically working with ASC, SLD and/or PMLD pupils consistently delivering and working within TEACCH structure/PMLD pedagogy to an outstanding level
- relevant qualifications equivalent to at least Level 3 (preferably in Teaching Assistant, Teaching and Learning or a relevant field) or a suitable level of specific experience (minimum of 12 months of proven success of leading a class group at Trinity School, highlighting a strong track record in effectively supporting teaching and learning for pupils with diverse and complex needs).
- A minimum of NVQ Level 3 or equivalent (5 GCSE's (or equivalent) Grade C/New Grade 4 or above, including Maths and English
- A good working knowledge of current target-setting and assessment practise associated with EHC plans and their purpose in supporting pupil progress
- a good working knowledge of the School's Behaviour Policy and processes to follow relating to supporting pupils with complex and challenging behaviour
- ability to take overall responsibility for the safeguarding and health & safety of pupils when the Class Teacher is not present
- the ability to develop good collaborative working relationships with colleagues, parents/carers and other professionals
- the ability to plan and prepare effective activities and lessons to encourage learning and progression
- the ability to complete the paperwork required to support planning, preparation and other tasks either in writing or using ICT.

It is desirable that you also possess:

- Prior recent successful experience of Instructing or Cover Supervisory work at Trinity School
- Experience of directing, leading and motivating a class team
- To have completed or be willing to carry out a Level 3 Qualification and a Level 4 Certificate in Education

All applications should be made on the Trinity School application form available from the school website on:

https://trinityschool.face-ed.co.uk/Vacancies

CVs will not be accepted and should not be submitted

Only those applicants that are shortlisted will be notified of the interviews
Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.

All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.

An enhanced criminal record check via the DBS will be undertaken for the successful candidate.

This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check will be undertaken on all applicants.