

# Application Pack

**HLTA Assistant  
(Behaviour)**

**Start date:** 1<sup>st</sup> Sept 2026

**Application closing date:**  
Midday 24<sup>th</sup> June 2026,  
12 noon

**Interview date:**  
w/c 29<sup>th</sup> June 2026



# Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown  
Headteacher

# School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'  
(John 10:10)

# Job Description

## Job Details

**Job title:** HLTA Behaviour – (Higher Level Teaching Assistant)

**Reports to:** Headteacher

**Hours of work:** Full time – 37 hours per week - Term time only – 39 weeks  
Monday to Thursday: 08:00 – 16:00 (with a 30 min lunch)  
Friday: 08:00 – 15:30

**Salary:** NJC Scale 5 Points 12-17 to full-time £28,598 to £31,022 equivalent  
(reduced pro-rata for term-time only to £24,242 to £ 26,297 per annum)

**Job purpose:** To work across the school, including the internal alternative provision, to support teaching and learning by promoting high standards of behaviour, engagement, and inclusion. The Behaviour HLTA will deliver targeted interventions, support classroom practice, and help students develop self-regulation, resilience, and positive learning behaviours.

**As per the updated guidance in Keeping Children Safe in Education 2023, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.**

## Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

# Job Description

## Main duties/responsibilities

### **Classroom & Learning Support**

- Support teachers in delivering high-quality lessons by promoting positive behaviour and engagement for learning
- Work with individuals, small groups, and occasionally whole classes under teacher direction
- Lead learning activities and short sessions where appropriate (HLTA expectation)
- Adapt resources and explanations to meet the needs of students, including SEND and SEMH
- Provide timely feedback to students and teachers on progress and behaviour
- Encourage independence, resilience, and self-regulation in learning

### **Behaviour & Pastoral Support**

- Support the implementation of the school behaviour policy consistently across lessons and unstructured times
- Model excellent behaviour, routines, and expectations
- Work proactively to de-escalate behaviour and support students to self-regulate
- Support the reintegration of students into lessons following time in alternative provision
- Supervise and support students in internal provision or reset spaces as required
- Build positive, professional relationships with students, acting as a role model

# Job Description

## Main duties/responsibilities – continued

### Targeted Intervention & Support

- Deliver planned intervention programmes focused on:
  - Behaviour for learning
  - emotional regulation
  - social skills
- Engagement and resilience
- Monitor, track and report impact of interventions
- Contribute to pupil passports and support plans
- Support students with identified needs within lessons and intervention sessions

### Working with Staff & Stakeholders

- Liaise with teaching staff to ensure consistent support for students
- Provide feedback to teachers on behaviour and engagement
- Work with pastoral teams, SENDCo, and AP staff to coordinate support
- Support communication with parents/carers where appropriate
- Contribute to meetings related to student progress and behaviour

### Safeguarding & Inclusion

- Follow all safeguarding and child protection procedures
- Promote inclusion, equality, and access for all students
- Be aware of individual needs, including SEND and trauma-informed approaches
- Support students' wellbeing and emotional safety

# Job Description

## Main duties/responsibilities – continued

### **Wider Contribution**

- Support duties, transitions, and key times of the school day
- Contribute to the wider ethos and values of the school (FAITH values)
- Support enrichment and extra-curricular activities where appropriate
- Liaise with Heads of Department, SENDCo and Learning Support team

### **Administrative Duties**

- Maintain accurate records of behaviour, support and interventions
- Complete reports and logs as required
- Attend meetings and briefings
- Support data collection relating to behaviour and intervention impact

### **Professional Development**

- Engage in training relevant to behaviour, SEND, and teaching support
- Participate in coaching and quality assurance processes
- Continually develop professional practice in line with HLTA standards

# Job Description

## Person specification

|   | Essential  | Desirable   |
|---|--|---|
| <b>Skills, aptitude, knowledge and experience</b> | <ul style="list-style-type: none"><li>• Experience working with young people in a school setting</li><li>• Experience supporting behaviour and engagement</li><li>• Understanding of behaviour management strategies</li><li>• Ability to support learning in class, small groups, and 1:1</li><li>• Ability to adapt explanations and scaffold learning</li><li>• Knowledge of safeguarding, inclusion, and SEND</li><li>• Strong communication and organisational skills</li><li>• Ability to remain calm and respond positively to challenges</li></ul> | <ul style="list-style-type: none"><li>• Experience in secondary education</li><li>• Experience with SEND / SEMH needs</li><li>• Experience delivering interventions</li></ul> |

## Person specification – continued

|                           | Essential  | Desirable   |
|---------------------------|--|---|
| <b>Personal qualities</b> | <ul style="list-style-type: none"><li>• High expectations of students and self</li><li>• Positive, resilient and proactive approach</li><li>• Strong team player with ability to work independently</li><li>• Commitment to supporting young people</li><li>• Professional, calm, and consistent</li></ul> |   |
| <b>Qualifications</b>     | <ul style="list-style-type: none"><li>• GCSE English and Maths (Grade C/4 or above)</li><li>• HLTA qualification or willingness to work towards</li><li>• Safeguarding and child protection awareness</li></ul>  | <ul style="list-style-type: none"><li>• Level 3 qualification or above</li><li>• First Aid training</li></ul> |

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