



King's Academy Oakwood

Job Description

HLTA (primary phase)

Responsible to: Senior Leadership Team

Responsible for: Delivering whole-class cover for teacher absences and providing targeted instructional support within primary classes when not covering.

Job Purpose: The primary focus of this role is to provide high-quality short-term class cover across all primary age ranges (Reception to Year 6), ensuring continuity of learning and maintaining high expectations when teachers are absent. When not engaged in cover duties, the postholder will work collaboratively within primary classrooms to deliver targeted instructional support, helping to create a nurturing, stimulating, and inclusive environment that enables all children to make excellent progress.

Salary: KGA/PCC Band 6, Points 9-13 FTE £28,239pa to £32,061pa pro rata plus £729pa Outer London Fringe.
Actual salary £22,456pa - £25,423pa gross (inc.of OLF).
33.75 hours per week (usually 8.15am to 3.30pm with 30 minute unpaid lunch break). Term time only plus 2 days.

This Job Description may be amended at any time following discussions between the Executive Principal and member of staff.

Key Responsibilities:

- To lead whole-class learning across the primary phase during short-term teacher absences, ensuring excellent progress, attainment, and personal development for all children.
- To deliver targeted support, interventions, and in-class assistance to individuals or groups of pupils when not engaged in class cover duties.
- To create a safe, stimulating, and inclusive learning environment that promotes children's curiosity, independence, and wellbeing.
- To deliver engaging, pre-planned, and developmentally appropriate learning experiences that inspire children and foster a love of learning.
- To support the implementation of effective teaching, learning, and assessment strategies across the primary team.
- To monitor, evaluate, and record children's progress through observation and feedback, sharing insights with class teachers to inform future planning.
- To contribute positively to a collaborative and supportive team culture where ideas, expertise, and best practice are shared.
- To lead, inspire, and elevate our team of Learning Support Assistants (LSAs) by consistently demonstrating excellence and serving as a premier role model in the classroom
- To support enrichment opportunities, educational visits, special events, and wider experiences that enhance children's learning and development.
- To contribute to the wider life of the academy community.

Teaching and Learning:

- To ensure strong standards of attainment, achievement, and development across all areas of learning during cover periods.

- To monitor and support children's progress through effective observation, in-the-moment feedback, and assessment.
- To deliver a broad, balanced, ambitious, and inclusive curriculum as directed by the class teacher's planning.
- To promote excellence in learning so that all children develop confidence, independence, and resilience.
- To maintain high expectations for children's behaviour, attitudes to learning, and personal development, utilising the academy's behaviour policies consistently.
- To support the effective delivery of the primary curriculum in line with statutory requirements and academy expectations.

Safeguarding:

- Maintain a strong understanding of safeguarding responsibilities in relation to children and young people.
- Ensure personal understanding of duties and responsibilities in relation to child protection and safeguarding. This includes understanding the academy Child Protection Policy, Safeguarding Policy, and Code of Conduct.
- Ensure any safeguarding concerns are reported immediately in accordance with academy safeguarding procedures.
- Attend mandatory safeguarding training and refresher sessions.
- Promote a culture of vigilance, care, and wellbeing in all interactions with children.

Professional Standards:

- Support the ethos, vision, principles, and values of KGA and the academy.
- Treat colleagues, children, and all members of the community with respect and consideration.
- Treat all children fairly, consistently, and without prejudice.
- Set a positive example to children in terms of professional conduct, punctuality, and attendance.
- Support the aims of the academy through attendance and participation in events and activities.
- Uphold academy expectations including behaviour, safeguarding, and code of conduct policies.
- Take responsibility for personal professional development and participate fully in appraisal and training opportunities.
- Reflect on personal practice and contribute to continual improvement across the academy.
- Read and adhere to academy policies and procedures.
- Participate in meetings and duties as reasonably directed by the Executive Principal, Head of Primary or line manager.
- Take responsibility for health and safety matters within the working environment.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Additional Duties:

- To play a full part in the life of the academy community and support its distinctive ethos and values.

- To positively engage in the performance review process and professional development opportunities..
- To undertake any other duties reasonably requested by the Executive Principal commensurate with the grade of the post.
- To adhere to all academy policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Academy will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

June 2026