



Job Description

Job Title: Higher Level Teaching Assistant – English & Literacy (HLTA)

Reporting to: Curriculum Lead/Leadership Team

Location: Make A Difference Provision (MADPro), Sheffield

Salary: £25,000–£28,000 per annum, depending on experience and HLTA status (See note below)

Contract: Full-time

About MADPro

Make A Difference Provision offers an alternative educational model for students aged 11–16 who have struggled with mainstream education often due to emotional, behavioural or self-regulation challenges. You'll join a team committed to individualised learning, holistic development, and a flexible, inclusive environment, rooted in trauma-informed principles and a safe, nurturing culture. MADPro's curriculum spans academic, creative, therapeutic, health & wellbeing, and personal development pillar offering academic and vocational qualifications alongside life and social-emotional skills.

Role Purpose

To deliver targeted and impactful English and literacy teaching and interventions—supporting learners to gain confidence, resilience, and accreditation (e.g. Functional Skills, GCSEs) all within MADPro's bespoke, student-centred framework.

Key Responsibilities

Teaching & Learning

- Plan and deliver individual and small-group English and literacy interventions, tailored to each student's learning style.
- Adapt resources to support students with SEND, SEMH, behavioural, or self-regulation needs.
- Support attainment in academic/vocational qualifications (e.g. Functional Skills, GCSE, Entry Level).
- Monitor, assess, and document progress consistently.
- Holistic Student Support
- Build trusting relationships that support emotional and academic growth.
- Foster literacy confidence, communication skills, and positive behaviour.
- Model resilience and work collaboratively with students to enhance engagement.

Curriculum & Staff Support

- Work alongside teaching staff to embed literacy strategies across the 5 pillars.
- Contribute to resource development, planning, and inclusive practice.

Professional Responsibilities

- Maintain accurate records, uphold confidentiality, and adhere to safeguarding protocols.
- Participate in CPD especially in trauma-informed, therapeutic, or creative literacy approaches.
- Embody MADPro's values of safety, respect, and holistic student development.

Person Specification

Essential

- HLTA status (or demonstrate equivalent competence and experience).
- Strong literacy and numeracy: GCSE English & Maths (Grade C/4 or above).
- Experience delivering literacy support in educational or alternative provision settings.
- Knowledge of literacy strategies, especially for young people who have found reading and writing a little more challenging or those with SEND.
- Excellent communication, resilience, and ability to work flexibly.

- Commitment to safeguarding and creating inclusive, nurturing learning spaces.

Desirable

- Degree or qualification in English, Education, or related field.
- Experience delivering Functional Skills or GCSE English.
- Training in literacy programmes (e.g., Read Write Inc., Lexia, Sounds-Write).
- Experience in trauma-informed or therapeutic educational approaches.
- Additional qualifications in mental health, behaviour management, or first aid.

Applications for this HLTA position should be submitted by Friday, 3rd October 2025.

Applications will be reviewed as they are received, so early submission is encouraged.