



# HLTA – Senior School

Fixed term

2026-2027

# Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



**Chris Hutchinson**  
Headmaster



# Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

# Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



# Higher Level

## Teaching Assistant (HLTA)

This is an excellent opportunity for an outstanding, enthusiastic and experienced HLTA with excellent classroom skills and the dedication and enthusiasm to be part of a high achieving school to join our fabulous staff team and wonderful children in an inspiring school environment. You will have experience in working with secondary age children in an educational setting. The role has arisen to support EHCP pupils.

The purpose of the role is to provide consistent, high-quality 1:1 support for named pupils with Education, Health and Care Plans (EHCPs), enabling access to the curriculum, promoting independence, and securing progress towards EHCP outcomes.

We would like to hear from you if you have:

- SEND experience and an interest in adaptive teaching, and a commitment to delivering personalised learning interventions
- Knowledge of SEND and learning barriers
- Knowledge of some of the social & emotional challenges facing pupils
- Experience of working directly with young people in an education or training environment, supporting the learning of pupils
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels.
- Experience of managing and being responsible for own workload.

**Working days/hours:** 35 hours per week, term time only  
Fixed term for 26-27, with possibility of extending

**Salary:** Competitive, depending on qualifications and experience

**Applications:** Forms can be found on our website  
To be received at [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk)  
by 09:00 on Thursday, 2<sup>nd</sup> July 2026

**Interviews:** Monday, 6<sup>th</sup> July 2026



# Main duties and responsibilities

## Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils, including those with special educational needs and disabilities (SEND)

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning

Supervise and support identified pupils in 1:1, group or whole class contexts

Deliver structured interventions and support in line with pupils' EHCP outcomes and provision maps

Adapt teaching approaches to meet specific cognition, communication, SEMH or sensory needs

Assist in the development of appropriate resources, schemes of work and teaching strategies

Use effective behaviour management strategies consistently in line with the school's policy and procedures

Support class teachers with maintaining high expectations, managing behaviour effectively for high levels of pupil engagement and a safe learning environment

Promote pupil independence, resilience and self-regulation

Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

Observe pupil performance; pass observations on to the class teacher; and assist in evaluating pupils' progress

Use ICT skills to advance pupils' learning

Undertake any other relevant duties given by the class teacher



## Planning

Use professional expertise to contribute to the planning and preparation of learning activities, and the HLTA role in learning activities

Plan and deliver targeted 1:1 and small-group interventions under the direction of the SENCo/class teacher

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role

Read and understand lesson plans and resources shared prior to lessons, if available

Prepare the classroom for lessons

## Working with staff, parents/carers and relevant professionals

Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher

Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision

Work collaboratively with classroom teachers and other colleagues

Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

Keep other professionals accurately informed of pupil performance, progress, and barriers to learning

Work collaboratively with relevant professionals beyond the school (e.g. Educational Psychologists, Speech & Language Therapists) to implement recommended strategies

Develop effective professional relationships with pupils, parents, carers and colleagues

## Professional development

Keep professional knowledge and understanding relevant and up-to-date through regular reflection, collaboration and identification of relevant professional development opportunities

Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Take part in the Professional Development Review process and engage with continuing professional development through the School's Learning Together curriculum



## General responsibilities

Ensure the safety and well-being of pupils and young people at the School by complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times and taking appropriate action where necessary

Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to secure the safety of colleagues, pupils, and visitors

Comply with the Staff Code of Conduct

Create a positive culture of pupil welfare and behaviour including taking an active role in pastoral matters

Model high standards of dress, attendance and punctuality when on the school premises and in authorised school activities off site

Actively support and participate in the co-curricular programme of the School

Supervise pupils as detailed in the Staff Supervision Rota; support unstructured times where appropriate

Attend and contribute to Royal Russell Day, held annually on a Saturday

Attend and contribute to Open Day, held annually on a Saturday

Attend all training and staff INSET sessions organised by the School

Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Leadership Team.

Ensure that you are familiar with all school policies and the contents of the staff handbook.



# Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

## Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: [www.royalrussell.co.uk/discover/vacancies](http://www.royalrussell.co.uk/discover/vacancies)

You can also contact us by email at [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk) or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt.

We reserve the right to interview at any point during the recruitment process so early applications are encouraged.

*The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.*



# Campus Map

Our 110-acre campus contains incredible facilities for learning.



## Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

## Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

## Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



Royal  
Russell

[www.royalrussell.co.uk](http://www.royalrussell.co.uk)

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