

Job Title: Higher Level Teaching Assistant – OPAL & Wraparound Provision Lead

Salary: Scale Point 12 – 17 NJC (dependent on experience)

Hours per week: 32.5 hours per week (11:30 – 18:30 with a 30-minute unpaid break) – some holiday working required

Hours are open to negotiation prior to interview

Contract Length: 1 year with possibility of extending

Start Date: September 2026 or sooner if available

Head Teacher: Mr W Sharpe

The Quinta Primary School, Congleton, is seeking to appoint a skilled, motivated and enthusiastic **Higher Level Teaching Assistant** to lead our OPAL (Outdoor Play and Learning) provision and our growing wraparound care offer, including after school provision and holiday clubs.

This is an exciting opportunity for a committed individual to take a leading role in developing high-quality play and care experiences for our pupils.

Key Responsibilities

- Lead the strategic development and day-to-day delivery of the OPAL programme
- Manage resourcing, planning, training and monitoring of OPAL provision across the school
- Lead the organisation and delivery of after school provision and holiday clubs
- Develop and manage staffing rotas for wraparound provision
- Ensure high standards of safeguarding, behaviour and wellbeing across all sessions
- Oversee activity planning to ensure engaging, inclusive and high-quality experiences for pupils
- Manage resources, environments and food ordering for wraparound provision
- Work collaboratively with staff to embed a high-quality play culture across the school

Essential

- A positive, caring and child-centred approach
- Excellent attendance and punctuality
- Strong organisational and leadership skills



The Quinta Primary School

- Everyday Excellence
- Authentic Care
- Independence
- Opportunity

- Ability to manage and prioritise a varied workload
- Excellent communication and interpersonal skills
- Proactive, self-motivated and able to use initiative
- A calm, approachable manner with a good sense of humour
- Commitment to safeguarding and promoting the welfare of children

Desirable

- HLTA status or relevant Level 4 qualification (or willingness to work towards)
- Experience of leading play-based or outdoor learning provision (e.g. OPAL)
- Experience of managing wraparound care, clubs or extended school provision
- Experience of staff supervision or leadership
- Knowledge of health & safety and safeguarding in extended provision
- Experience of working with primary-aged children across a range of ages
- **OPAL training or experience (training will be provided for the right candidate if not already held)**

What we will offer:

- Continuing professional development through a dedicated CPD lead
- Competitive salary
- BUPA private medical insurance
- A team of dedicated adults with a great sense of humour
- Excellent facilities and a protected budget for further development

We are a happy school known for its commitment to a broad curriculum, sport and academic achievement, where our staff and pupils report they are proud to call The Quinta their school.

We have a proven track record of developing staff to achieve aspirational goals through our commitment to CPD and developing you as a professional.

Please call the school office on 01260 221640 to arrange a visit or if you have any questions about the post.

The Quinta Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Applicants will be required to undertake pre-employment checks including references, health, right to work in the UK and an Enhanced DBS.

Further details and an application form may be obtained from the school website:
www.thequinta.cheshire.sch.uk

Closing date: 12.04.26

Interviews: TBC



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Please return the application form with a supporting letter to Mrs S Hoyle by email sbm@thequinta.cheshire.sch.uk or post to The Quinta Primary School, Ullswater Road, Congleton, Cheshire, CW12 4LX.