



Northleigh CE Primary School

Part of the Mercian Educational Trust

Teaching Assistant Level 4

February 2026

Closing Date: Tuesday 24th February

Start Date: Spring 2026 (ASAP)

Head of School: Mrs Michelle Everett
Executive Headteacher: Mr Stuart Bill
CEO: Mr Dafydd Lawday



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Contents

Contents	Page
Information from Head of School	2
The Recruitment Process	4
About the School	5
Job Description	7
Person Specification	9
Employee Benefits	13



Letter from the Executive Head

Dear Applicant,

Thank you for your interest in the TA4 (30hrs) position at Northleigh CE Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with wonderful children and a supportive staff team who work together every day to provide inspiring and engaging learning opportunities.

We are looking for a child-centred TA4 who can bring genuine flexibility to the role and is willing to work across a range of year groups as needed. We seek someone who is eager to contribute wherever they can make the greatest impact, and who is passionate about supporting our pupils to receive the very best education. The successful applicant will be committed, adaptable, and ready to help enhance the experiences of all our learners so they can achieve their full potential across the curriculum.

If you would like to find out more about our school, please visit our website at <https://www.northleighceprimary.org> or explore our active social media channels. We warmly welcome visits, and it would be a pleasure to meet you and show you around our wonderful school.

Yours faithfully,

Mr Stuart Bill

Executive Headteacher

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On a daily basis you will:

- Provide release cover for staff
- Provide short term cover if required
- Support pupils in accessing and understanding lesson objectives
- Support positive behaviour in class and beyond
- Assist in the planning, preparation and clearing away of resources necessary for the delivery of the curriculum, including IT
- Promote the self-esteem, progress and independent learning of children
- Participate in general school activities including assembly, break and activities, sports day, educational visits etc. as required
- Assist with the preparation and mounting of display materials
- To undertake designated administrative tasks, to support teaching and learning



The Recruitment Process

Closing Date: Tuesday 24th February

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](https://www.metacademies.org.uk). Completed applications should be emailed to our School Office at npsoffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is Tuesday 24th February at noon. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Monday 2nd March.

Please contact our School office on 01684 574889 or via email at npsoffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check



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About Our School

Northleigh CE Primary School is a fully inclusive school who have high expectations and aspirations for all our pupils in order to enable them to flourish. Our school motto is: **Be Brave. Be Strong. Be Fearless. You are never alone.**

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

In their Northleigh journey pupils will engage in a wide range of experiences which will develop their curiosity; provide opportunities for challenge and risk and enable them to overcome adversity.

We will prepare our pupils for life and learning by embedding our Church values and sense of community spirit. Northleigh pupils will be independent thinkers with a strong understanding of self they will be able to demonstrate empathy, respect and tolerance for others.

Our Overarching aims:

- Purposefully enhance our curriculum to promote active learning, enabling all groups of pupils to make accelerated progress.
- Foster and enable our whole school community to become positive change makers.
- Develop a culture where our school qualities of bravery, strength and fearlessness (curiosity) are

Northleigh CE Primary School is part of the Mercian Educational Trust (MET), which is a Multi Academy Trust based within Worcestershire and Herefordshire. The majority of MET schools are in close proximity providing a strong support network and effective collaboration.



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Job Description

Job Title: Permanent Teaching Assistant (TA4)

Salary Scale Point: SP19

Employer: Mercian Educational Trust

Closing Date: 24th February

Interview Date: 2nd March

Starting Date: ASAP

Hours: 30 hours per week

Job Purpose

We are looking for a Teaching Assistant to join our vibrant school community. Keen to work within our school we are looking for the successful candidate to bring with them a sense team spirit and enthusiasm. Working alongside our class teachers and other TAs in you will support children in class to enable them to engage fully with school life and prepare them for the next stage of their learning journey. The role will involve releasing teachers and short-term cover as well as other roles within the school.

This role will be supervised by the Head of School.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Generic Responsibilities

Under the direction of the school:

- Contribute fully to the planning cycle, including organising, delivering, evaluating, and recording children's learning experiences.
- Supervise individuals and groups to ensure safety, wellbeing, and the promotion of physical, emotional, social, and intellectual development.
- Use specialist skills to meet the needs of pupils, including those with educational, physical, or emotional special needs.
- Monitor pupils' progress and report achievements, concerns, and issues to the appropriate line manager.
- Work collaboratively with class teachers on planning and delivering learning sequences.

Specific Responsibilities- TA4

- Teach a class to release teachers for leadership time.
- Teach a class to provide short term cover.



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Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working with groups of children to deliver high quality interventions and support	X	
Excellent classroom practitioner and commitment to make learning engaging	X	
Experience in working alongside class teachers	X	
Experience of working with children with EAL		X
Experience of working with in Early Years		X
Experience of Phonics		X
Experience of British Sign Language		X
Education and qualifications		
Maths & English GCSE qualifications at Grade C	X	
Relevant professional qualification at Level 4	X	
3 years experience of working in the care of children	X	



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to work with mixed ability groups.	X	
Supporting the policies, practices and ethos of the school	X	
Understanding of behaviour management techniques for groups and individuals	X	
Excellent interpersonal skills	X	
Excellent organisational skills and ability to prioritise	X	
Have a passion for learning and for enabling pupils to develop as enthusiastic learners	X	
Commitment to safeguarding and promoting the welfare of children	X	
Flexible/resilient and able to respond with good humour to the unpredictable	X	



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Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to make positive and professional relationships with all members of the school community	X	
Ability to meet deadlines and respond positively to high expectations	X	
A friendly and approachable style, while maintaining professional boundaries	X	
Excellent organisation skills but the ability to be adaptable and flexible	X	
Ability to be calm and resilient when under pressure	X	
Excellent time-keeping	X	



Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	X	
Ability to perform a role that requires engagement in regulated activity relevant to children.	X	

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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