



## **Somers Park Primary School**

Part of the Mercian Educational Trust

**Grade 3 /4 Teaching  
Assistant  
Cover Supply and PPA cover**

**January 2026**

**Closing Date: Friday 9<sup>th</sup> January**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at our school, Somers Park, part of the Mercian Educational Trust (MET).

Are you passionate about making a difference and helping to improve the learning opportunities for our children? Are you personable and good-humoured? Can you build excellent relationships with pupils, parents and colleagues?

We are looking to appoint an exceptional teaching assistant to cover class teachers in case of absence and to teach 1 day per week planned PPA cover; it is expected the post will initially be in Key Stage 2.

The start date is **as soon as possible**.

**30.25 hours- Grade 4- PPA cover- 7.25 hours, Grade 3- 23 hours.**

If you want to learn more about our school, you may choose to view our website [www.somersparkschool.org.uk](http://www.somersparkschool.org.uk) or visit the school.

We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen

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## Are you the Teaching Assistant we are looking for?

Are you someone who holds the children at the centre of everything you do?

Are you able to make children think, use high quality questioning and promote a thirst for Knowledge?

Are you able to provide flexible, effective support in the classroom and help create an environment for children to thrive?



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## What does it mean to be a Teaching Assistant at Somers Park?

- Somers Park Teaching Assistants are highly motivated and have a strong understanding of how children learn. They have high expectations of all children in every aspect of school life and are committed to safeguarding and well-being.
- Somers Park Teaching Assistants are positive people, committed to the school's vision and values, and ultimately, the children in our school.
- Somers Park Teaching Assistants know how to communicate effectively with children and young people. They have empathy and calmness when communicating with children with challenging behaviours and are committed to the school's Trauma Informed approach.



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## The Recruitment Process

**Closing Date: Friday 9<sup>th</sup> January at 9 am.**

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](#). Completed applications should be emailed to our recruitment coordinator, Claire Evans at [cevans@metacademies.org.uk](mailto:cevans@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 candidates who are shortlisted 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 9am on Friday 9<sup>th</sup> January. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Wednesday 14<sup>th</sup> January.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at [cevans@metacademies.org.uk](mailto:cevans@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

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site is now full, at the seven-class capacity. We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years.

We are fully inclusive, holding high expectations and aspirations for all. At our last Ofsted in the summer of 2022, we were graded as a good school, with outstanding judgements for both Early Years, and Personal Development, commenting that 'Pupils thrive at Somers Park Primary School.' We couldn't put it better ourselves!

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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## Key Information about Somers Park Primary School

<b>Type of school</b>	Primary Academy - split site
<b>Age Range</b>	2yrs 9months- 11yrs
<b>Location</b>	Malvern, Worcestershire
<b>Trust</b>	Mercian Educational Trust
<b>Number of children</b>	609 (including 57 Nursery children)
<b>Number of classes</b>	23 (including Pre-school and Nursery)
<b>Average class size (primary)</b>	29
<b>Last Ofsted Inspection</b>	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
<b>% eligible for Pupil Premium Funding</b>	20%
<b>% of children with SEN</b>	16%
<b>% of children with EAL</b>	6%





## Cover Supply and PPA Teaching Assistant Details of the post

- Permanent, it is anticipated this will be initially in Key Stage 2 on our Somers Park site.
- Equivalent of 1 day PPA teaching cover a week.
- Cover class teachers in case of absence.
- 30.25 hours- Grade 4- PPA cover- 7.25 hours, Grade 3- 23 hours.**
- Term time only



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# Job Description

**Job Title:** Cover Supply and PPA Teaching Assistant

**Salary Scale Point:** Grade 3 (SCP7-17), Grade 4 (SCP19-22)

**Employer:** Mercian Educational Trust

## Job Purpose

- To work in accordance with the Professional Standards for Teaching Assistants (copy attached)
- To work under the guidance of the class teacher to implement agreed work programmes with individuals or groups of pupils to promote effective teaching and learning.
- To supervise whole classes during the short-term absence of the class teacher for up to 5 days (with appropriate supervision of a teacher, not necessarily based in the class).
- To provide general support to the class teacher in the management and organisation of the pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils.
- Work may be carried out in the classroom or outside the main teaching area including, by arrangement, the supervision of pupils in out of school hours activities.
- To contribute to the safeguarding and protection of all pupils
- To support learning and teaching in KS2, through group work and to lead classes in teacher absence for up to 5 days.
- To cover a class teacher for PPA time, 1 day per week.

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

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## Specific Responsibilities- Teaching Assistant Teaching and Learning

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in direct experiences; assess quality of experiences and record achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development, using specialist skills.
- Use specialist skills to foster the intellectual and social development of children.
- Monitor individual pupils and report progress, achievements, and concerns to the class teacher.
- Actively engage in the delivery of the educational work programme and activities developed by the class teacher.
- Directly teach individuals and groups of children under the lead of the teacher, and also take the whole class for cover supply of absence where appropriately required.
- To cover and lead class teaching (under supervision) for planned PPA days
- 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 shared prior to lessons, if available
- Prepare the classroom for lessons
- Contribute to the formulation of Individual Provision Maps including attendance at SEN reviews and other meetings relevant to the service/pupil needs.
- Maintain simple records as directed to enable the assessment of a child's ability and /or progress.
- Co-ordinate the work and liaise with other teaching assistants within the school including on the job training of other teaching assistants.

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## **Specific Responsibilities- Teaching Assistant Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their 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
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

## **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

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## **Specific Responsibilities- Teaching Assistant Health and Safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Undertake more advanced First Aid training and be prepared to administer according to timetable, or attend in an emergency when required.

## **Professional Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

## **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

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# Supervisory Information

## Supervision Received

The postholder is directly responsible to the Headteacher

Support and challenge will be provided by:

Class teacher

Phase Leader/Senior Teacher

Senior Leadership Team consisting of Headteacher, Deputy Headteacher, Assistant Headteachers

## Principle Contacts

Headteacher

Deputy Headteacher

Assistant Headteachers

Phase Leader/ Senior Teacher

All teaching staff

All support staff within the phase

Parents and Carers

MET colleagues

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# Person Specification

## Training and qualifications

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

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade 9-4 (A* to C)		
Experience of working with children		
Level 2 or 3 qualification in Supporting Teaching and Learning in Schools or Level 2 or 3 qualification in Childcare and Education, or other relevant qualification in nursery work or childcare or willingness to work towards a qualification if not already held		
Evidence of continuing and recent professional development relevant to the post		

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# Person Specification

## Experience

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, knowledge and understanding	Essential	Desirable
Good literacy and numeracy skills		
Good organisational skills		
Ability to build effective working relationships with pupils and adults		
Skills and expertise in understanding the needs of all pupils		
Knowledge of how to help adapt and deliver support to meet individual needs		
Excellent verbal communication skills		
Active listening skills		
The ability to remain calm in stressful situations		
Knowledge of guidance and requirements around safeguarding children		
Good ICT skills, particularly using ICT to support learning		
Understanding of roles and responsibilities within the classroom and whole school context		

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# Person Specification Characteristics and Competencies

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 and keenness to promote the school's positive culture and ethos		
Ability to develop good personal relationships within a team; making an effective contribution to high morale.		
Commitment to safeguarding pupil's wellbeing and equality		
Ability to create a happy, challenging and effective learning environment		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
An appetite and stamina for challenging work		
A solution-focused mind-set and determined "no-excuses" approach to raising standards		
A personable nature to build effective relationships with parents and all members of the school community		

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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 enrol 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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