

Mercian Educational Trust



**Early Years Teaching Assistant  
Fixed Term  
Recruitment Pack  
Northleigh CE Primary School**

**Start Date: March - July 2024**

Email: [NPSoffice@metacademies.org.uk](mailto:NPSoffice@metacademies.org.uk)

[www.metacademies.org.uk](http://www.metacademies.org.uk)

Twitter: @METAcademies

Headteacher Northleigh CE Primary: Mrs Sarah Green  
CEO Mercian Educational Trust: Dafydd Lawday

**Dines Green  
Primary**



**Great Malvern  
Primary**



**Northleigh CE  
Primary**



**Somers Park  
Primary**



**Mercian Educational Trust is an equal opportunities employer and committed to the protection and safety of its students**



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Mercian Educational Trust  
**TA2 Recruitment Pack March 2024**

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## Mercian Educational Trust TA2 Recruitment Pack March 2024

### Information from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Northleigh CE Primary School, which is part of the Mercian Educational Trust (MET). MET is an exciting and progressive Multi Academy Trust based within Worcestershire with currently five Primary school sites based within Malvern and Worcestershire.

Northleigh CE Primary School is a friendly, welcoming school situated on the northern edge of Great Malvern in Worcestershire. We provide education to pupils from both the town and surrounding countryside. Northleigh is characterised by its caring ethos and its focus to develop high quality learning opportunities. As a Voluntary Controlled Church of England School, we have strong connections with St Peter's Church.

We are a school with unashamedly high ambitions for our children and have a dedicated team who work to that end. Our school motto: Be Brave; Be Strong; Be Fearless reflects our commitment to providing our children with the characteristics that they can apply to all aspects of life and learning and will help to shape them into active citizens of the future.

We have a dedicated Early Years setting which includes our Nursery and Reception classes, and remains a very active part of the whole school. The outdoor area for our Reception children is currently undergoing significant development works and we are very excited about the opportunities the new area will provide to enhance the learning for the children.

The Role:

We are looking for a Teaching Assistant for our Reception class who is keen to work with our team and will bring with them a sense of team work and enthusiasm.

Working alongside our Early Years leader and other TAs in the Early Years team you will support children in class to enable them to engage fully with school life and prepare them for moving into KS1. The role will involve working with children in small groups and on a 1:1 basis as well as supporting with whole class activities.

The vacancy is for 15 TA2 hours and 2.5 SC1 lunch supervision hours a week. Daily hours are made up as follows:

TA2 Working hours 8:45am to 12:00am (with a 15 minute break)

SC1 Lunch Assistant 12:00am to 12:30pm (2.5 hours per week)

The pay scale for this post is at TA level 2 rate (£12.18 per hour)





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The benefits of working for our Trust

- A friendly and supportive community.
- Defined benefit pension scheme
- The support for continuous professional development.
- The opportunity to make a difference to the school environment.

Further details for the post can be found in the Person Specification attached but if you wish to find out more about the role or visit the site, please email [NPSOffice@metacademies.org.uk](mailto:NPSOffice@metacademies.org.uk)

Northleigh CE Primary School is a friendly, welcoming school with great facilities including forest school and a large playing field. We are a fully inclusive school who have high expectations and aspirations for all our pupils and school community 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.

If you would like to find out a little more about our school, you may choose to view our website [www.Northleighprimary.co.uk](http://www.Northleighprimary.co.uk) our facebook page @Northleighprimary. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our school.

We look forward to receiving your application.

Yours Faithfully

Sarah Green  
Headteacher





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## Mercian Educational Trust TA2 Recruitment Pack March 2024

### **The Recruitment process:**

The Recruitment process: All applicants are required to fully complete the correct application support staff application form which is freely available from our Trust. website, <https://www.metacademies.org.uk/vacancies/> Applications or CVs in any other form cannot be accepted.

<b>Closing date for applications</b>	10am Monday 19 <sup>th</sup> February 2024	Email applications to <a href="mailto:NPSoffice@metacademies.org.uk">NPSoffice@metacademies.org.uk</a>
<b>Shortlisting</b>	Monday 19 <sup>th</sup> February	Candidates to be advised by email
<b>Interviews</b>	Friday 23 <sup>rd</sup> February	

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 prior to interview and we may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.

Applicants will be invited to interview via email following shortlisting on the 19<sup>th</sup> February 2024.

*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*

We look forward to receiving your application via email to [NPSoffice@metacademies.org.uk](mailto:NPSoffice@metacademies.org.uk) by **10am Monday 19<sup>th</sup> February 2024.**





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## Mercian Educational Trust TA2 Recruitment Pack March 2024

### Job Advert



#### Teaching Assistant

15 hours (+/- 25%)

Fixed Term TTO

Scale: TA2

Salary Range £12.18 to £12.38 per hr

FTE Salary £8368.54

Start Date: March 2024

#### Lunchtime Supervisor

2.5 hours (+/- 25%)

Fixed Term TTO

Scale: SC1

Salary Range £11.59 per hr

FTE £1186.68

Start Date: March 2024

#### Safeguarding & Safer Recruitment

*Mercian Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of this commitment any job offer will be 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.*

- 🚫 This role involves frequent contact with children.
- 🚫 The role requires engagement in regulated activity relevant to children.
- 🚫 This post is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



For further application information forms please visit >> [www.metacademies.org.uk/vacancies/](http://www.metacademies.org.uk/vacancies/)


Completed applications should be returned to [NPSoffice@metacademies.org.uk](mailto:NPSoffice@metacademies.org.uk)



## Person Specification - TA

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	Essential	Desirable
<ul style="list-style-type: none"> <li>Experience of working with groups of children to deliver high quality interventions and support</li> <li>Experience in working alongside class teachers</li> <li>Excellent classroom practitioner and commitment to make learning engaging</li> <li>Experience of working with children with EAL</li> </ul>			<ul style="list-style-type: none"> <li>Experience of working with in Early Years</li> <li>Experience of phonics</li> <li>Experience of British Sign Language</li> </ul>		

Skills and Attributes	Essential	Desirable	Skills and Attributes	Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to work with mixed ability groups.</li> <li>Supporting the policies, practices and ethos of the school</li> <li>Understanding of behaviour management techniques for groups and individuals</li> <li>Excellent interpersonal skills</li> <li>Excellent organisational skills and ability to prioritise</li> <li>Have a passion for learning and for enabling pupils to develop as enthusiastic learners</li> <li>Commitment to safeguarding and promoting the welfare of children</li> </ul>					



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Personal Qualities	Essential	Desirable	Education & Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Ability to make positive and professional relationships with all members of the school community</li> <li>Ability to meet deadlines and respond positively to high expectations</li> <li>A friendly and approachable style, while maintaining professional boundaries</li> <li>Excellent organisation skills but the ability to be adaptable and flexible</li> <li>Ability to be calm and resilient when under pressure</li> <li>Excellent time-keeping</li> </ul>			<ul style="list-style-type: none"> <li>Flexible/resilient and able to respond with good humour to the unpredictable</li> </ul>		

Safeguarding	Essential	Safeguarding	Yes	No
Ability to perform a role that involves Constant 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		
Ability to perform a role that requires engagement in regulated activity relevant to children.				

