

Support Staff Candidate Pack

St Mary's Church of England Primary School



Learn. Grow. Achieve. Flourish.

St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.



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St Mary's C.E. Primary School

KS2 HLTA Support Staff Candidate Pack

Contract: Full time and Fixed Term
Start Date: December 2025

We are a thriving 3 form entry primary school with a nursery, located near Slough town centre and close to Datchet, Eton and Windsor. If you are interested in supporting children with their learning and want to be part of a great team, then St Mary's is the place for you.

We are looking for someone who:

- Is child centred and enjoys working with children and has experience with SEND children.
- Is proactive with high expectations of self and others.
- Is punctual, reliable and dedicated to the role.
- Can use their initiative, is self-motivated and works independently.
- Is ambitious for the children.
- Has good organisational and IT skills.

In return, we can offer you:

- Well behaved, happy and enthusiastic children.
- A positive, friendly and resource-rich learning environment.
- A caring ethos with support from colleagues and the leadership team.
- Excellent professional development and career opportunities.
- An inclusive school which thrives on equality and diversity.

To arrange a visit or for any other information or questions, please contact our HR Mrs. L. A. Brown.

- Email: HR@stmarys.slough.sch.uk
- Telephone: 01753 534791.
- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#)
About Us, Vacancies.

Please return your completed application form to Mrs L A Brown at HR email address. CVs will not be considered.

- **Closing date: Appointment of a suitable candidate**
- **Interview date: TBC**

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Job Description

- Job Title: Support Staff
- Reporting to: Headteacher
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday, term time only.

Main Purpose of the Post

- To support the work of class teachers by managing/preparing resources and the classroom environment for children, including those with specific learning or behaviour needs who may/may not be supported by Education, Health and Care Plans.
- To work with teachers to support the delivery of the curriculum and to help implement necessary strategies to support children to learn, grow, achieve and flourish.
- To identify and champion opportunities to develop successful social interaction and encourage peer support.
- To provide cover release for class teachers/cover classes for teacher absences.

Key Accountabilities

- Promoting and safeguarding the welfare of children in accordance with the school's Safeguarding and Child Protection Policy, Behaviour Policy and SEND Policy.
- Assist with the preparation of specialist resources for individual children where required.
- Provide guidance and direction for the arrangement of the classroom to meet the needs of children.
- Work alongside teachers to enable children to meet their learning targets.
- Work alongside external staff where required to ensure that specific programmes of intervention, e.g. physical therapy/speech and language programmes are integrated into the daily plan.
- Liaise with external staff where required and ensure that information from visits is shared with the class teacher/SENDCo.
- Work collaboratively with parents/carers, a broad range of professional and voluntary bodies.
- Liaise with the class teacher and SENDCo to ensure that children with additional needs are supported to make progress in the school.
- Administer (following specific training) and keep records of a child's medication/feeding (if appropriate).
- Undertake training for meeting the physical and medical needs of children, if required.
- Attend meetings pertaining to the role they do.
- Maintain records of evidence for children for whom Education, Health and Care Plans may be a future option.
- Provide support for and attend off-site visits as requested.
- Help organise and run specific intervention and pastoral groups.
- Help with the induction of new children with additional needs or teachers new to the school.
- Promote self-esteem by praising effort and ensuring identifiable success for all children.
- Contribute to reports/provide reports for review meetings.
- Provide written/oral feedback to teachers as required.
- Engage actively with professional development opportunities.

Note: This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the senior leadership team and the post holder.

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Person Specification

Key Criteria	Essential	Desirable
Qualifications And Training	Strong academic record including maths and written English GCSE Grade C (or equivalent). (Please include this information on your application). Numerate. Training or experience in appropriate areas, e.g. - Teaching early reading - EYFS department - SEND department - Primary national curriculum	- NVQ Level 3 teaching assistance or equivalent qualification or experience. - Achieved or - working towards Higher Level Teaching Assistant standard. - First aid training. - Fluency in another community language.
Competence Summary (Knowledge, abilities, skills, experience)	- Experience of supporting children within the EYFS, Key Stage 1 or Key Stage 2 departments in a school/nursery setting. - Able to plan and deal with conflicting priorities in organising own work schedule. - Able to use school ICT systems to support learning and perform a range of administrative tasks. - Able to use other equipment, e.g. video recorder, photocopier and relevant specialist equipment. - Able to undertake a range of administrative procedures to support the teacher. - Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands. - Able to deliver educational work programmes, evaluate and implement strategies to enhance learning.	- Teaching and supporting children with SEND. - Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation. - Able to prepare/display relevant resources/materials for teaching and learning activities. - Able to assist with the organisation of the learning environment.
Work-related Personal Requirements	- Knowledge of safeguarding and promoting the welfare of children. - Supportive of the Christian ethos of the school. - Able to work with pupils within the school's agreed behaviour management policy. - Confidentiality and sensitivity. - Enthusiastic and enjoy working with children. - Hardworking, flexible and motivated. - Team player and excellent interpersonal skills. - Committed to equality of opportunity. - Able to demonstrate relevant practical skills for resource preparation. - Confident to take the initiative.	- Able and competent to supervise whole classes. - Ability and experience of communicating with parents within school or nursery context. - Skills and interests that could help enrich children's learning e.g. Modern foreign language, cooking, gardening, playing a musical instrument, leading choir, leading a club etc.
Other Work Requirements	- Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities. - Ability to undertake lunchtime duties.	- Comfortable with managing the personal care of children, including changing of soiled or wet clothing. - Driving licence - able to drive a minibus.