



Borrow Wood Primary School **Recruitment Pack**



Level 1 Teaching Assistant
Full time, 32.5hrs per week
Term time only, 39 weeks per year
Permanent
Salary Grade C point 5-6 (25,583 - £25,989 FTE
per annum) pro-rot

Closing Date: Wednesday 26th November @ 9am

Interview Date: Monday 1st December 2025

Start Date: Monday 5th January 2026





Borrow Wood Primary School

Recruitment Pack



Welcome Letter from Head Teacher

As Head Teacher at Borrow Wood Primary School, I am proud to lead a dedicated, caring, and enthusiastic team of professionals who are committed to providing the very best education to every child in our care.

At Borrow Wood Primary School, we believe that education is about inspiring curiosity, building confidence, and fostering a lifelong love of learning. Our children are at the heart of everything we do, and we are constantly striving to provide them with the very best opportunities to achieve and thrive.

We are currently seeking a passionate and committed individual to join our team. This role presents an exciting opportunity to become part of a school community that values collaboration, creativity, and continuous professional development. Whether you are at the beginning of your career or looking for a new challenge, we would be thrilled to learn more about what you could bring to our school.

You will find more details about the role, our vision and values, and how to apply in the accompanying recruitment pack. I encourage you to visit our school website and, if possible, arrange a visit to meet us in person – we would be very happy to welcome you and show you around.

Thank you for your interest in Borrow Wood Primary School. We look forward to receiving your application and learning more about how you could contribute to our vibrant school community.

Warm regards,
Natalie Bartlett
Head Teacher
Borrow Wood Primary School





Borrow Wood Primary School

Recruitment Pack



Borrow Wood Primary School

At Borrow Wood we work hard 'to bring out the best in everyone'! We aim to make all of our children confident, happy and motivated with a love of learning by providing a safe and welcoming environment both indoors and outdoors where they can be challenged to do their best. We have high expectations of behaviour and achievement recognising that all of our children bring something unique to our school.

Borrow Wood Primary School is part of ODYSSEY COLLABORATIVE TRUST, seven local Derby City schools, that have come together to provide an excellent education to Derby City children through strong collaborative links.

The school is situated on an attractive site, with extensive outdoor spaces that can be used to engage the children in a range of creative learning opportunities. We have raised beds for growing food, a nature area with a pond, two trim trails, a tyre park and two large playing fields and playgrounds. There is also a soft surface outdoor area for our Foundation Stage children to use as part of their free flow outdoor and indoor learning environment.

The school is based in two buildings dating from the late 1960's. The classrooms are large and bright and have access to shared areas to enable a variety of learning arrangements to be made. All of our classes are equipped with Interactive Whiteboards. The two large halls are well – equipped with PE equipment and are also used as the dining halls at lunch time. The school has its own kitchen and school meals are prepared daily on site by our catering team with ingredients sourced from local companies.

In April 2025 a new Enhanced Resource Facility (ERF) was opened following an extensive refurbishment of part of the upper building. Borrow Wood Enhanced Resource Facility is a provision for children with complex communication and interaction needs. Most of the children have a diagnosis of Autistic Spectrum Condition.

We are an inclusive school and welcome children into our school community with a range of additional needs. Teaching Assistants are deployed across the school to support the learning needs of our children.





Borrow Wood Primary School

Recruitment Pack



Application Details

We believe the children in our school deserve the best and we are passionate about finding the right people to work in our school. If you are committed, enthusiastic, adaptable, willing to learn and most importantly, have genuine care and drive for all children to do their best, we would love to hear from you. Visits to school are warmly encouraged or we are able to answer any questions via phone or email. Please email any questions to n.bartlett@borrowwood.odysseyct.org.uk or ring the school office on 01332 662826 to arrange a visit.

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Closing date for applications: **Wednesday 26th November 2025 9am**

Interviews will be held on: **Monday 1st December 2025**

Odyssey Collaborative Trust, is a group of five primary and two junior schools, all within the City of Derby. We educate 2,111 pupils and employ 351 staff. We aim to be a Trust where, pupils thrive, our colleagues thrive and our community thrives.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for. Applications can be submitted via email to n.bartlett@borrowwood.odysseyct.org.uk with Teaching Assistant application in the subject line. Wherever possible, please provide work email addresses for your referees.

Safeguarding

Borrow Wood Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.



Borrow Wood Primary School

Recruitment Pack



Job Description

KEY PURPOSE OF THE JOB

1. To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher, SENCO and senior staff.

MAIN ACTIVITIES

1. Work with individuals or small groups of pupils.
2. Help pupils understand instructions.
3. Support pupils with learning and SEND.
4. Assist with behaviour management. 2 Prepare and clear up the learning environment and materials.
5. Keep records of about pupils learning and outcomes.
6. Assist with dressing, hygiene etc.
7. Carry out allocated tasks under direct supervision of a qualified teacher.

PRINCIPAL ACCOUNTABILITIES

1. To promote and actively support the values of the school.
2. Work with individuals or small groups of pupils on learning programmes under the direct supervision of teaching staff and provide feedback to the teacher.
3. Support pupils to understand instructions.
4. Support independent learning and inclusion of all pupils.
5. Support the teacher in behaviour management and keeping pupils on task.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Prepare and clear up the learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
8. Assist pupils with eating, dressing and hygiene as required whilst encouraging independence.
9. Support the teacher in monitoring, assessing and recording pupil progress/activities including SEND Support plans and attend reviews when relevant.
10. Work with other professionals as appropriate.



Borrow Wood Primary School

Recruitment Pack



Job Description (continued)

SUPPORT FOR THE CURRICULUM

- Support the school curriculum including literacy and numeracy activities by using strategies and techniques for promoting learning.
- Provide support for learning activities within the teaching and learning programme, monitoring the effectiveness of activities in promoting pupils' learning and modifying these where necessary.
- Support pupils to use ICT materials and resources effectively to advance their learning.

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

GENERAL

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Odyssey Collaborative Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.



Borrow Wood Primary School

Recruitment Pack

Person Specification



Criteria	Essential	Desirable
GCSEs (or equivalent) in English and Maths (Grades A*-C / 9-4)	✓	
NVQ Certificate in Supporting Teaching and Learning in Schools or equivalent	✓	
Paediatric First Aid qualification		✓
Experience of working with children (in a paid or voluntary capacity)	✓	
Experience working in a school or early years setting		✓
Experience supporting children with SEND		✓
Basic understanding of the national curriculum and how children learn	✓	
Ability to use a range of strategies to support pupils' learning	✓	
Good communication skills – verbal and written	✓	
Ability to work as part of a team and on own initiative	✓	
Basic IT skills (e.g. using Microsoft Word, email, online learning tools)	✓	
Team Teach strategies or other de-escalation strategies.		✓
Understanding of safeguarding and child protection, safeguarding training (or willingness to undertake upon appointment)	✓	
Caring, patient, and approachable	✓	
Flexible and adaptable	✓	
Willingness to undertake training and continuous professional development	✓	
Reliable, punctual, and well-organised	✓	
Commitment to promoting equality, inclusion, and diversity	✓	

Additional Requirements

- Enhanced DBS clearance (will be required prior to appointment)
- Right to work in the UK
- Willingness to support the ethos and values of the school