Mary Webb School & Science College

TRUSTED SCHOOLS



CANDIDATE INFORMATION PACK

Teaching Assistant, Level 2

Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
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Advertisement



Teaching Assistant, Level 2



Fixed Term for 12 months initially



Required to start as soon as possible

Mary Webb School and Science College is a thriving and highly regarded specialist science college, set in a stunning rural location just a few miles south of Shrewsbury. We are proud of our welcoming community, supportive staff team, and commitment to providing an excellent experience for both students and visitors.

We are seeking to appoint a Teaching Assistant to join our expanding and successful peronalised learning department, to provide general support and / or specific support for a named pupil. This post is linked to funding and is therefore fixed term.

In return, we offer the opportunity to work in a supportive and friendly environment, making a meaningful contribution to the life of a successful and vibrant school community. The post is **27.5 hours per week** over 5 days, **term time only plus 3 PD days** and is Grade 5, scale point 6-7 (**£13.92-£14.14 per hour**).

Potential candidates are encouraged to contact the school to speak to the SENCO, Miss Sarah Keeling to arrange a visit to the school. Further details are available on the school website. The school does not accept CVs.

Applicants are encouraged to apply early as the Trust may start the interview process and appoint to the position before the closing date.

- **Closing date:** 9am Monday 23rd November 2026
- **Interviews to be held:** Thursday 26th November 2026

Job Description

Support for Students

- Attend to students' personal needs, and assist with the development and implementation of individual education/behaviour/support/mentoring plans and personal care programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for students, and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

Support for the Teacher

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of students' work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment/ resources/materials.
- Monitor students' responses to learning activities and accurately record achievement/ progress as directed.
- Establish constructive relationships with parents/carers.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of students' work, accurately recording achievement/progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical/administration support, e.g. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Job Description (Cont)

Support for the Curriculum

- Support students in understanding instructions.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support students in using ICT, and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure that students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Personal Specification

***Desirable**

Qualifications:

- Good standard of education.
- 5 GCSEs or equivalent, including English and Maths.
- **NVQ Level 2 in relevant area, or willingness to undertake this qualification.***
- **First Aid qualification.***

Work or relevant experience:

- **Experience working with children or vulnerable adults.***
- **Some knowledge of classroom administration support.***
- Recent experience of working in an educational setting or other relevant environment.
- **Experience of working with pupils with autism.***

Knowledge and Understanding:

- A good knowledge of school-based education, including child development.

Skills and Abilities (relevant to post):

- Good communication skills and ability to relate well to children, staff and parents.
- Evidence of working well as part of a team.
- Interest in ICT and the willingness to update skills and undertake further training.
- Specialist skills, training or experience (eg Art, Music, ICT, display, etc).
- Sufficiently fluent in spoken English to ensure effective performance in the role.

Personal Qualities:

- Ability to bring to the role initiative, enthusiasm and commitment.
- Flexibility and reliability.
- Willingness to develop skills further with training, eg First Aid Training.

Special Conditions:

- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.

How to Apply

Applications must be made on the official application form which can be found by clicking here:

Application Form

Or by visiting www.marywebbschool.com/vacancies

Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

When completing the application form, please pay particular attention to:

- The guidance notes on the front cover.
- Section D, Other Relevant Experience: Please limit this section to no more than 500 words.
- Section E and F Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.
- Section K, References: The requirement for two employment references, one of which must be your current or most recent employer. Please include email addresses if possible.

In addition to the guidance provided, please outline why you wish to work within an educational environment and the skills and attributes you would bring to the post.

This post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children. An online search will be undertaken as part of due diligence checks during the shortlisting process.

You can send your application via:

Email to:
sarah.lamplugh@marywebbschool.com

Post to:
Mrs S Lamplugh
PA to Headteacher
Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG