Mary Webb School & Science College

TRUSTED SCHOOLS

Candidate Information Pack

Level 2 Teaching Assistant

Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG

Email: nmurray@marywebbschool.com **Tel:** 01743 792100 **Website:** marywebbschool.com

Dear Applicant

Thank you for your interest in our vacancy for a Level 2 Teaching Assistant

In this pack you will find the following information:

Letter from the Headteacher

Advertisement

Information about the school

Job Description

Person Specification

Information on how to apply

Thank you for showing an interest in our school. Having read the enclosed information, I trust you will feel encouraged to apply for the teaching assistant vacancy within the Personalised Learning Department and The Space, a newly established support and inclusion centre.

The departments are well resourced in their own accommodation. They are expanding and are highly successful in providing general classroom support and / or support to named students.

The successful candidate would work under the direction of the Head of Personalised Learning to support the learning of students across the curriculum. This may include the preparation and development of resources when working with students out of the classroom.

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell
Headteacher

Advertisement

Level 2 Teaching Assistant

Required September 2025

The post is fixed term for two years, 27.5 hours per week, term time plus 3 PD days and Grade 5 (£13.05 - £13.26). Part-time or job share requests will be considered.

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a teaching assistant to join our expanding and successful personalised learning department, to provide general support and / or support for a specific named student.

Further details and an application form are available on the school website. The school does not accept CVs.

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.

An online search will be undertaken as part of due diligence checks during the shortlisting process.

The Trust values diversity and inclusion and welcomes applications from candidates with diverse backgrounds.

Closing date: 9am Wednesday 9th July 2025

Interviews to be held: Friday 11th July 2025

Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2024 saw us achieve a very pleasing Progress 8 score of +0.08. 65% of our students achieved GCSEs in both English and mathematics at grade 4 and above and the school's Attainment 8 score was 47.84, which was in line with the Shropshire average for secondary schools. Over 10% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2024.

To view our latest Ofsted report from May 2023 please visit our website.

Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates:	7 and 8 June 2023
Overall effectiveness	**Good**
The quality of education	**Good**
Behaviour and attitudes	**Good**
Personal development	**Good**
Leadership and management	**Good**
Previous inspection grade	Not previously inspected under section 5 of the Education Act 2005

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff's well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

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

	Quality	Essential	Desirable
Qualifications	• Good standard level of education, including level 2 or equivalent qualification in English and mathematics	Yes	
	• 5 GCSEs at C or above (or equivalent) including English, Maths & Science	Yes	
	• NVQ Level 2 / 3 or equivalent in relevant area		Yes
	• First Aid qualification		Yes
Work or relevant experience	• Experience of working with children or vulnerable adults		Yes
	• Some knowledge of classroom administration support		Yes
	• Recent experience of working in an educational setting or relevant environment	Yes	
	• Experience of working with pupils with autism		Yes
Knowledge and understanding	• A good knowledge of school-based education including child development	Yes	
Skills and abilities	• Good communication skills and ability to relate well to children, staff and parents	Yes	
	• Evidence of working well as part of a team	Yes	
	• Interest in ICT and the willingness to update skills and undertake further training	Yes	
	• Specialist skills, training or experience e.g. Art, Music. ICT, display etc.	Yes	
Personal qualities	• Ability to bring to the role, initiative, enthusiasm and commitment	Yes	
	• Flexibility and reliability	Yes	
	• Willingness to develop skills with further training e.g. First Aid Training	Yes	
Special conditions	• Willingness to undertake a Criminal Records Bureau check	Yes	

How to Apply

Applications must be made on the official application form which can be found by clicking here or visiting www.marywebbschool.com/vacancies

The deadline for applications is 9am on Wednesday 9th July 2025, and we will be interviewing Friday 11th July 2025. 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:

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.

In addition to the guidance provided, please outline your views on teaching science to young people in the 11-16 age range and why science is an important part of a broad and balanced education for the twenty first century.

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.

We use an application form which states that the 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.

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.

Incorrectly completed application forms will not be considered.

You can send your application via:

Email to:
nmurray@marywebbschool.com

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