

Briefing Pack for Applicants Teaching and Learning Assistant



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Specialist Teaching and Learning Assistant
Location:	Whittington Moor Nursery and Infant Academy
Pay scale:	NJC Grade 4, point 7: £26,403 to 8: £26,824 FTE
Actual Annual	
Salary:	7: £11,048.17 to 8: 11,224.34 (under 5 years service)
Contract:	18 hours per week, 39 weeks per year Fixed term-to 31 August 2026
Start date:	ASAP

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Whittington Moor Nursery and Infant Academy joined Minerva Learning Trust in December 2024 and is committed to ensuring an inclusive education for our youngest children. The school prides itself in supporting all children to achieve regardless of their ability and create a sense of awe and wonder through playful learning opportunities.

Candidates are encouraged to visit the school or have an informal discussion about the role with Lauren Kay-Headteacher. Arrangements for this can be made by contacting Julie Houlding-School Business Assistant on jhoulding@whittingtonmoor-mlt.co.uk

The closing date is Friday 16 January 2026 and interview dates will be week commencing Monday 19 January 2026

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Lauren Kay-Headteacher via e-mail: lkay@whittingtonmoor-mlt.co.uk

Please ensure that you do not fill in a Local Authority application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.
Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching and Learning Assistant at Whittington Moor Nursery and Infant Academy. We are proud to be part of Minerva Learning Trust since December 2024.

I have had the pleasure of leading the school since 2019 and since that time we have established ourselves to be a leader of Early Years Education.

As a small school we pride ourselves on working together to ensure the highest possible outcomes for all our children, acknowledging and nurturing all talents and ensuring opportunity for all.

At the heart of our school is the unwavering commitment to staff development and ensuring all our children have the skills to be able to be successful in each stage of their education. We believe that through investing in our staff, we can support all children to blossom.

At Whittington Moor we believe it is important to provide a curriculum which is engaging, exciting and provides a sense of awe and wonder especially for our youngest children.

Most importantly we want our children to be happy, safe and achieve during their time at Whittington Moor.

If you believe you have the commitment, determination and drive to continue our vision of "We Nurture, We Thrive, We Blossom", then we look forward to receiving your application.

L Kay

Lauren Kay

Headteacher

Section 4: About Whittington Moor Nursery and Infant Academy

ABOUT US

Whittington Moor Infant and Nursery School is a small Infant school just off Whittington Moor roundabout. We pride ourselves on being an inclusive school for all. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: www.whittingtonmoor.academy



Our Mission, Vision and Values

Whittington Moor
Nursery and Infant Academy

OUR MISSION

All children will have the opportunity and ability to become independent, successful learners through a nurturing environment, empowering them to aspire and achieve.

OUR VISION

Our vision is based upon the principle of "We Nurture, We Thrive, We Blossom"

WE NURTURE

Children's personal, social and emotional development is prioritised to enable them all to feel, safe, secure and valued.

WE THRIVE

We all share a passion for the development of each individual child by providing an enabling environment and ensuring the highest standard of teaching and learning.

WE BLOSSOM

We envisage that given the right support at the right time all children can succeed, enabling them to develop lifelong love of learning.

OUR VALUES

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

GROWTH

of every child

Our children's achievements and special talents will be recognised, encouraged and nurtured.

RESPECT

By learning from one another

Our children will develop respectful and caring relationships with all members of the school community.

OPPORTUNITY

For all

Regardless of a child's experiences, all children will have the opportunity to be the best they can be.

WONDER AND CURIOSITY

All children will experience awe and wonder through playful, child centred learning which enables the development of key life skills.

OUR BELIEFS

- We believe in fostering strong relationships with children, parents and colleagues
- We are committed to the continuous learning and development of our staff and children
- We embrace innovation
- We are relentless in the pursuit of excellence
- We believe excellence is achieved through high expectations and leading by example
- We believe every child has the ability to succeed
- We recognise each individual's strengths and we are determined to promote an inclusive ethos

Section 5: Job Description



Minerva Learning Trust



Whittington Moor
Nursery and Infant Academy

Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Teaching and Learning Assistant
GRADE/SALARY	Pay scale: NJC Grade 4 point 7-8 £26,403 to £26,824 FTE
HOURS/WEEKS	18 hrs term time until 31 st August 2026
LOCATION	Whittington Moor Nursery and Infant Academy
RESPONSIBLE TO	Lauren Kay-Headteacher
RESPONSIBLE FOR	Supporting the class teacher to with a focus on supporting children with Special Educational Needs and ensuring implementation of their EHCP plans
PURPOSE OF THE JOB	To support the teaching and learning of children within the school.
RELEVANT QUALIFICATIONS	Qualified Teaching Assistant NNEB, L3 NVQ or Equivalent (or to be working towards L3 Equivalent

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and learning

- To work under the instruction/guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom, ensuring their safety and access to learning activities. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.
- Effectively communicate and deliver and mark the work set by the class teacher to the pupils and ensure that pupils are aware of the teachers' and your own expectations
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep learners on task and respond to questions and generally assist learners to undertake set activities.
- Work closely with the class teacher to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the school's behaviour policies
- Assist in the educational development of pupils under the direction and guidance of the head teacher, SENCO and class teacher, including delivery of planned programs of work
- Assist in the implementation of Individual Education Programmes or Educational and Healthcare plans for pupils and help monitor their progress and to plan activities and carry them out with the child under the guidance of the class teacher
- Promote the inclusion of all pupils within the classroom and school, and provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining pupil records
- Promote the social and emotional development of pupils
- Support the use of ICT in the classroom

Administrative duties

- Assist with setting out and clearing away learning materials
- Support class teachers in photocopying and other tasks in order to support teaching
- Undertake other duties from time to time as the Headteacher requires

Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend INSET days and team/staff meetings when appropriate
- Undertake professional duties that may be reasonably assigned by the head teacher for example preparation for school events, supervising children for short periods of time when the need arises
- To contribute to the formulation and implementation of the School Improvement Plan and associated action plans, as appropriate
- To review and develop own professional practice

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust

Person Specification



Post title: Teaching and Learning Assistant

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS AND TRAINING	
Right to Work in the UK	AF/I
Qualified in Literacy and Numeracy to GCSE standard C/O Level/Grade 4	AF/I
To be a qualified Teaching Assistant NNEB/Level 3 NVQ or equivalent (or to be currently working towards L3 equivalent)	AF/I
To have had experience in EYFS/KS1	AF/I
To have experience of working with children with Special Educational Needs in an education setting	AF/I
To have Led intervention groups	AF/I
To hold a first aid qualification or be willing to undergo training	AF/I
KNOWLEDGE AND EXPERIENCE	
To understand how young children learn	AF/I
Ability to maintain good standards of behaviour in school	AF/I
To deliver pre planned programmes of work to children	AF/I
Support with formative assessment of children	AF/I
Form good relationships with children, staff, parents and governors and be a good role model for all	AF/I
Communicate effectively with a range of professionals, including other agencies	AF/I
Understand the commitment to safeguard children	AF/I
PROFESSIONAL DEVELOPMENT	
To be willing to engage in professional development opportunities across the school and Trust.	AF/I
SKILLS	
Work well in a team and provide support to others to maximise the potential for teaching and learning opportunities across school	AF/I
To be well organised and practical, show initiative and be flexible	AF/I
Be diplomatic and tactful, understanding the need for confidentiality in all matters relating to school.	AF/I

QUALITIES AND ATTRIBUTES	
To be open and approachable	AF/I
Hard working and conscientious	AF/I
Demonstrate a caring attitude towards pupils, parents and staff and contribute to the positive ethos in school	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the school office on info@whittingtonmoor-mlt.co.uk

8. The Interview

Candidates will be invited to spend time with the children and see the school as part of the interview process.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to Lauren Kay at lkay@whittingtonmoor-mlt.co.uk by the closing date.

Section 8: Visitors to Whittington Moor Nursery and Infant Academy

Please use Google Maps for the most up to date travel directions.

Please contact the school directly for any visits

Whittington Moor Nursery and Infant Academy
Scarsdale Road,
Whittington Moor
Chesterfield
S41 8NF