



BELIEF IN EVERY CHILD



WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP, I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

LORRAINE HEATH, OBE
CHIEF EXECUTIVE OFFICER



Welcome to Uffculme Primary School



Dear Applicant,

On behalf of Uffculme Primary School, I would like to thank you for your interest in the role of Teaching Assistant.

This is an exciting role and is an excellent development opportunity for someone who is keen to develop as a teaching assistant and work with a strong, committed staff to provide the very best outcomes for our children.

We are a forward-thinking school, and we are looking to appoint highly motivated and inspiring teaching assistants to join our team. You will have a passion for working with children from different backgrounds to ensure they receive the education they deserve. You will bring a creative approach to the classroom and be willing to work with children on a 1:1 basis and in small groups as well as supporting in the classroom.

We can offer:

- A happy, forward looking school with a hard-working team
- Strong systems to support vulnerable learners
- An excellent Teaching Assistant team who are experienced and motivated
- The support of the Multi-Academy Trust and a network of colleagues across our schools

If you share our vision and values, enjoy a challenge and the rewards associated with supporting young people to reach their full potential, then we would like to hear from you.

If you would like to know more, or you would like an informal discussion about the role, then please contact me on 01884 840282. Alternatively, you can email me at admin@primary.uffculmeschool.net

Fraser Wallace
Headteacher



The Opportunity

Full Time Teaching Assistant (28.75 hours per week), with additional mealtime assistant responsibility (2.5 hours per week)

Term time only (38 weeks per year)

£16,076 (TA) + £1,376 (MTA) per year (NJC point 2 and 3); FTE £24,413 - £24,739

Required from Sept 2026.

Fixed term until 17th July 2027

Main Job Purpose

- To perform a role in raising standards and supporting improvement, to ensure that all children attending Uffculme Primary School achieve their full potential
- To ensure the achievement of excellent educational standards by assisting the class teacher in monitoring and delivering the teaching and learning across the classroom
- To ensure the ethos and practice of the school reflects the ethos and principles of the Academy Trust
- To promote and safeguard the welfare of the children

See the Job Description for a full breakdown of the role and responsibilities.

The closing date is 9.30am, Monday 7th September Interviews likely to be held the following week. Please note interviews take place during school hours and cannot be rearranged.

Job Description

Post	Teaching Assistant
Grade	NJC point 3
Responsible to	Headteacher, SENDCo

Purpose of the role

- To perform a role in raising standards, challenging performance and supporting improvement, to ensure that all children attending Uffculme Primary School achieve their full potential
- To ensure the achievement of excellent educational standards by assisting the class teacher in monitoring and delivering teaching and learning within the classroom
- To ensure the ethos and practice of the school reflects the ethos and principles of the Academy Trust
- To promote and safeguard the welfare of the children

Main duties

Teaching & Learning

- To undertake structured and agreed learning activities/teaching programs, adjusting activities according to student responses and needs;
- To use strategies, in liaison with the teacher, to support children to achieve learning goals;
- To assist with the planning of learning activities;
- To monitor children's responses to learning activities and accurately maintain a record of student progress as directed;
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems, etc.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Professional Practice:

- Demonstrating and promoting the positive values, attitudes and behaviours that are expected from the whole learning community
- Identifying and taking responsibility for professional development in line with the school's improvement priorities and own objectives
- Demonstrating strong and up-to-date subject and curriculum knowledge
- Contributing positively to the safeguarding and wellbeing of all pupils in the school
- Making a positive contribution to the continued development of all teams of which you are a member and their positive profile across the academy

Support for pupils

- To contribute to individualising the curriculum.
- To help and guide pupils in their learning.

- To explain the teacher's instructions.
- To encourage the pupils' greater independence.
- To offer regular praise and encouragement.
- To offer basic organisational support and to encourage pupils to concentrate.
- To assist teaching staff in developing learning strategies.
- To assist in the monitoring and evaluation of pupils' progress.
- To develop a knowledge of differing learning difficulties and strategies to assist such pupils.
- To assist in the intimate care for individual pupils
- To assist pupils in their physio programme and liaise with outside agencies.

Safeguarding

- Attend all safeguarding training as directed.
- Follow Trust procedures and report any concerns to the relevant DSL

Data Protection

Ensure that legislation and Trust policies and procedures relating to confidentiality and data protection are adhered to.

Special Factors

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your normal working location, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School based Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Person Specification

Criteria		Essential/ Desirable
Qualifications and Experience	Grade C or equivalent in English and Maths GCSE	E
	Experience of working with children	D
Skills and Knowledge	Evidence of ability to build productive working relationships with others (such as parents and fellow professionals)	E
	Excellent relationships with colleagues	E
	Ability to communicate effectively at all levels	E
	Experience of Microsoft Office packages	D
	An understanding of the key areas of learning	D
	Participation in relevant development training	D
Personal Qualities	Evidence of wider professional learning	D
	Willingness to work hard and get 'stuck in'	E
	Excellent interpersonal skills	E
	A genuine love of teaching and rapport with children	E
	Willingness to go the extra mile to secure high levels of pupil performance and engagement	E
	Tact and diplomacy	E
	A sense of humour	E
	Infectious enthusiasm and relentless positivity	E
	Creativity, imagination and ideas	E
	Flexibility	E



BLACKDOWN EDUCATION PARTNERSHIP BELIEVES IN THE POTENTIAL OF EVERY CHILD

Our Mission

- To nurture and develop the ambition, talents and interests of every child.
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity.
- To create a family of schools that are deeply and purposefully connected to their communities.

