



Francis Baily Primary School



Application Pack
Teaching Assistant

WHAT WE BELIEVE

At Francis Baily, we are unapologetically focused on children achieving fantastic outcomes, and are committed to fostering an inclusive and nurturing environment where every child is valued, supported, and empowered to thrive. We are dedicated to ensuring every child achieves and reaches their full potential. We employ staff who embody this and strive to ensure all children leave school with the best life chances.

Our school is based around six core values—resilience, aspiration, respect, curiosity, courage and collaboration. These are at the core of everything we do and underpin our teaching and learning

The school's curriculum is rich in knowledge because we believe knowing things provides a foundation for being able to do things. It is underpinned by our mission to create independent, confident learners who aspire to improve every single day, and develop a sense of their place in the world.

As a school we are clear about the journey ahead and staff are committed to working together.

Learning in the classroom is structured around our 7 Principles for Learning (PfL), which are central to the way children learn. This is supported by a toolkit to ensure staff understand the research informed practice and adopt our PfLs as their own.

We value staff time and prioritise staff wellbeing in all decision making. Staff are provided opportunities to develop and lead fulfilling careers both within the school and within the Equinox Learning Trust.



LETTER FOR APPLICANT

Dear Applicant

Thank you for your interest in our vacancy for Teaching Assistant. We are a friendly and collaborative school and would be excited to welcome a forward-thinking and passionate Teaching Assistant to the team.

This position is suitable for experienced staff as well as people with limited experience and has a start date of September 2026.

Francis Baily has and continues to be on an improvement journey. Most recently within the implementation of the Read Write Inc, Talk for Writing and Mastery Readers scheme within school. As a school we have high aspirations and expectations to improve the outcomes for children.

A successful candidate must have the desire and commitment to provide exceptional life chances for all children when they leave the school in Year 6. As well as this they must have a passion for teaching and learning and high expectations of children to enable them to achieve their best.

Staff are supported with additional training within the school. We encourage staff to gain additional qualifications and develop their skills within this role and beyond.

If you're undecided about applying, we would love to welcome you for an informal visit at your convenience. If you would like to discuss this or any possible job opportunities at Francis Baily please contact the school office at office@francisbaily.co.uk to arrange a suitable time.

If you've already decided to apply, applications are via our application form with supporting statement available. Application forms can be found on our website. Please also provide us with the names, addresses (including email) and telephone numbers of two appropriate referees. Please submit completed applications by email to office@francisbaily.co.uk.

Applications must be received by
Monday 6 July 2026 (9:00am)
Interviews to take place on Thursday 9 July 2026

Yours faithfully



Miss E Hobbs
Headteacher

Job Title: Teaching Assistant

Salary: £24,518—£24,796 FTE

Hours: 5 days per week | Term time only (hours TBC)

Contract: Fixed Term until 31 August 2027 - 31.25 hours

Required for: 1 September 2026

WHY WORK FOR US?

...because we support and value our staff!

Professional development at Francis Baily is centred on investing in individuals. We spend well above the national averages on professional development and support apprenticeships, diplomas and additional programmes to support individuals developing. Our aim is to help every member of staff be the best they can be.

Evidence-based inset programme has a real impact on teaching and learning across the school. We encourage support staff to engage with this programme to continue their own development and have a secure understanding of the school and the teaching and learning.

An unwavering focus on learning is at the heart of everything we do. We remove as many barriers as we can, administrative or otherwise, **to keep learning at the top of everybody's agenda.**

Staff Learning Hub: access to specialist training platforms online along with a structured professional growth conversation for all staff. This is matched by our teaching and learning toolkit and we are developing a digital Professional Development Hub, open to contributions from all.

Career Opportunities arise frequently in large schools and we actively seek to help our support staff develop their careers

Our new staff programmes are bespoke for all new staff which includes training and other opportunities across the school.

Staff Perks include a cycle to work scheme with a tax free allowance, learning visits to other schools, access to a leisure centre within the Trust (with discounted memberships) and an active social committee. We have a number of other benefits including Office 365.

In addition to this, we offer membership of the Local Government Pension Scheme. Childcare vouchers, through the Government scheme, can also be offered.

Well-being is prioritised for staff. With this staff have access to the Employee Assistance Programme, a Trust counsellor as well as events organised by the well-being committee within school.

Should I apply? We value diverse backgrounds, life experiences and perspectives and have a supportive and inclusive organisational culture. We would like our organisation to be representative of our community and the users of our services and welcome applications from candidates from all backgrounds.



PERSON SPECIFICATION

Criteria	Essential	Desirable	How identified
Qualifications & Training			
Basic literacy and numeracy skills	✓		Application Form
Willingness to participate in a general TA induction programme	✓		
Willingness to undertake continuing professional development	✓		
GCSE Maths and English (Grade A-C or 4-9) or equivalent		✓	
Experience			
Experience of supporting others within a team	✓		Application Form and Interview
Experience of working with children with special needs		✓	
Able to motivate and encourage pupils	✓		
Ability to have a flexible approach to tasks	✓		
Knowledge & Abilities			
Good basic IT skills	✓		Application Form and Interview
Ability to demonstrate confidence, resilience and perseverance	✓		
Knowledge of differentiation strategies to support all learners		✓	
Values			
Professionally discreet and respects confidentiality at all times	✓		Application Form and Interview
Awareness of, and ability to promote, the schools social inclusion policies and practices	✓		
Holds high expectations of pupil behaviour and achievement	✓		
Personal Qualities			
Professional and well-presented	✓		Application Form and Interview
Clear communicator	✓		
Good organisational ability	✓		

CONTINUED

Criteria	Essential	Desirable	How identified
Personal Circumstances			
Must legally be entitled to work in the UK	✓		Application Form and Interview
Nothing in personal background or criminal record indicates unsuitability to work with children / young people / vulnerable / finance	✓		
Safeguarding			
Has appropriate motivation to work with children and young people, and can relate to them	✓		All stages of the recruitment process
Understands the importance of maintaining appropriate relationships and personal boundaries with children and young people	✓		
Displays commitment to the protection and safeguarding of children and young people	✓		
Good knowledge and understanding of safeguarding practice	✓		

APPLICATION PROCESS

Completing Your application

Our application form is available from our website. Please send completed forms to office@francisbaily.co.uk. We are unable to accept application via any other method, including CVs and letters of application.

Please be thorough and accurate when completing your application as we review these forms carefully during the shortlisting and selection process. We advise against generic supporting statements and will be looking for your suitability to this particular role.

Your application will be shared with our appointment panel along with references and any other pertinent information.

Shortlisting

Applications will be reviewed as they arrive, but formal shortlisting will take place through a panel on the stated date. Following this, successful applicants will be invited to interview and asked to confirm their attendance by return.

As with all recruitment rounds, we reserve the right to close the application deadline early so early applications are encouraged.

Online Checks

All shortlisted candidates are subject to an online check with the intention of seeing your publicly viewable digital profile. We may choose to discuss this with you at interview.

Adult Convictions

All shortlisted candidates will be asked to disclose if they have any adult convictions, cautions, reprimands or final warnings which would be filtered in line with current guidance.

Interviews

The interview will take place on one day, and the schedule is designed to assess the competencies outlined in the person specification. All interviews involve an opportunity to tour the school and find out more about us but we welcome visits prior to application.

Deadline: Monday 6 July 2026 (9:00am)

Invitation to Interview: Tuesday 7 July 2026

Interview Dates: Thursday 9 July 2026


Francis Baily Primary School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees, governors, trainees and volunteers to share in this commitment.

We seek employees who are keen to contribute to the fuller life of this highly ambitious school. We will consider flexible working requests. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Francis Baily School

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Equinox Learning Trust

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