



Teaching Assistant

Recruitment Pack





Dear Applicant

Re: Teaching Assistant

Thank you for your interest in our Teaching Assistant position at Weetwood Primary School.

We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



School Mission Statement and Aims

**Respecting each other,
Expecting our best,
Learning in a happy school.**

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



The Application Process

Interested candidates are welcome to contact Mrs Mackinnon for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk.

Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: Friday 16 October 2026 12:00

Interview Date: Thursday 22 October 2026

Job Start Date: ASAP

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



Vacancy Advert:

Post: Teaching Assistant in Year 2.

Salary: NJC Grade A3 (£25,949)

Contract Type: Temporary in the first instance

Contract Term: Full-time

Responsible To: Headteacher and Key Stage One Leader

Are you looking for a new challenge or do you want to start a career in education but want to build up your skills first? Then this is the job for you!

We are looking for a dedicated and passionate Teaching Assistant to join our fun, inclusive team at Weetwood. We have high expectations of our teaching assistants; the successful candidate will be required to form a teaching partnership with their teacher and play a full part in all aspects of the school day.

If you are someone who:

- Possesses a good understanding of engaging children and eliciting their best;
- Has a determined approach to the achievement of all children and doing “whatever it takes” to ensure children experience success;
- Shows enthusiasm for a role in a school environment which sees pupils at its heart;
- Possesses a commitment to your own professional development and ambitions for your future;
- Has an appetite for collaboration with colleagues;
- Has relevant knowledge and skills to meet the demand of the relevant Key Stage curriculum.

What can we offer you:

- A supportive team of dedicated, friendly staff;
- An opportunity to develop your role through training and working with other experienced practitioners;
- Kind, friendly and enthusiastic children.



Job Description

School: Weetwood Primary School

Job Title: Teaching Assistant

Grade: NJC Grade A3 (£25,949)

Responsible To: Headteacher and Key Stage One leader

Pupil Support

1. To be aware of and respond to pupils' individual needs, academic and personal, by providing support, using appropriate strategies and implementing intervention programmes as necessary.
2. To be aware of pupils' barriers, progress and achievements and share these with the pupil, the Class Teacher, parents and other professionals as necessary.
3. To assist with the development and implementation of Education, Health and Care Plans, Individual Education Plans and Individual Healthcare Plans, where necessary.
4. To undertake pupil record keeping and evaluations when asked, reporting to the Class Teacher as requested.
5. To establish good relationships with the pupils, acting as a positive role model and a supportive figure.
6. To ensure all pupils are continuously engaged in activities and on task through supervision, encouragement, support and clarification as necessary.
7. To encourage pupil independence and positive self-esteem and promote the inclusion and acceptance of all individuals

Classroom Support

8. To supervise and support pupils' ensuring they are fully accessing the learning and staying safe.
9. To prepare and maintain resources and equipment as needed and assist pupils in their use. To maintain a positive environment, working classroom and with displaying pupil's work.
10. To support the Class Teacher in promoting positive behaviour, managing incidents and reporting difficulties as appropriate.
11. To communicate effectively with parents/carers and share information with the Class Teacher as necessary.
12. To provide clerical and administrative support.
13. To accompany Class Teachers and pupils on visits, trips and other out of school activities.



Whole School Support

14. To be aware of and comply with policies and procedure relating to; child protection, health and safety, security, confidentiality and data protection, and report all concerns to the appropriate person.
15. To contribute to the overall ethos, work and aims of the school.
16. To appreciate and support the role of other professionals in school and from outside agencies, and to attend relevant meetings as required.
17. To participate in training and other CPD opportunities and Performance Management as required.
18. To assist with the supervision of pupils out of lesson times including playtimes and lunchtimes.
19. To carry out any other reasonable duties or tasks as directed by the Headteacher, following discussions with the staff concerned.

Personal and Professional Conduct

20. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
21. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.
22. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.

Safeguarding

23. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
24. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
25. Take responsibility for safeguarding all pupils and following child protection procedures.



Personal Specification

Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
Qualifications and Experience	• Minimum GCSE English and Maths (or equivalent) grade C or above. • Enhanced DBS clearance (or willingness to undergo the check).
Skills and Knowledge	• Good numeracy, literacy and communication skills. • Ability to use basic technology – computer, video, photocopier.
Personal Qualities	• Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development. • Ability to maintain a safe, calm and happy approach. • Ability to relate well to children and adults and work constructively as part of a team. • A flexible approach to working in order to ensure service delivery, with the ability, if required, to occasionally work outside of school hours and off school premises.

Desirable Requirements:

Criteria	Qualities
Qualifications and Experience	• Completion of DfES Teacher Assistant Induction Programme. • First Aid knowledge or training (or willingness to undertake training). • Experience of working with or caring for children of relevant age. • Experience supporting pupils in an educational setting, including awareness of individual academic and personal needs. • To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
Personal Qualities	• Enthusiasm for contributing to whole-school life, including events and activities.