



Welcome to our Trust

Teaching Assistant
Recruitment Pack



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Welcome to Anglian Learning



Thank you for your interest in the position of
Teaching Assistant

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Jane Segust, Headteacher, at jsegust@shadeprimary.org.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our Shared Services team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About The Shade Primary School

Welcome to The Shade Primary School

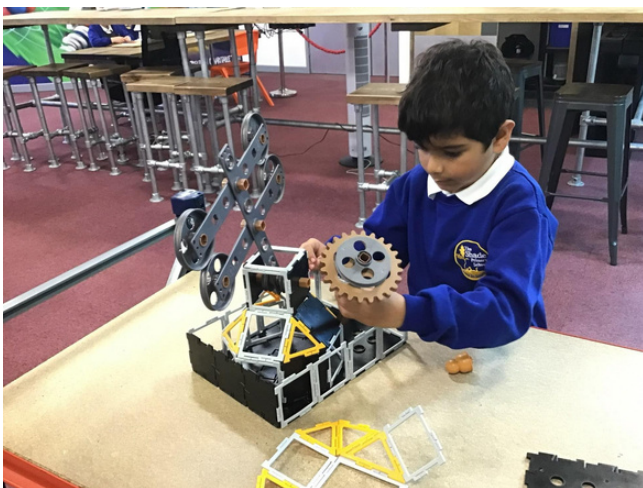


We are delighted that you are considering joining our team. The Shade Primary School is a vibrant, inclusive community school at the heart of Soham, where we pride ourselves on our strong family ethos and unwavering commitment to ensuring every child thrives. Our culture of high expectations extends beyond the classroom and is rooted in our '5Rs' of Respect, Responsibility, Resilience, Reflectiveness and Readiness to Learn. These values underpin all that we do and help our children develop a love of learning, positive attitudes and strong character.

We are committed to a therapeutic approach to education, placing children's wellbeing at the centre of school life. Through strong relationships, clear routines and secure boundaries, we create an environment where children feel safe, valued and able to flourish both academically and personally.

As a member of Anglian Learning, we are part of a forward-thinking trust that shares our ambition for excellence and continuous improvement. We are proud of our dedicated staff team and the positive partnerships we have built with families and the wider community. Together, we strive to provide the very best educational experience for every child.

The Shade Primary School is a wonderful place to learn, play and work, and we are looking for enthusiastic, talented professionals who share our passion for making a difference to children's lives. We hope this recruitment pack gives you a sense of our values, vision and aspirations, and we look forward to receiving your application.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Jane Segust, Headteacher, at jsegust@shadeprimary.org.

Benefits

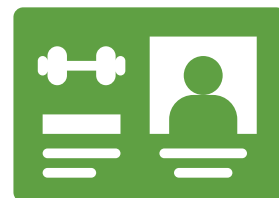
Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



Employee Assistance
Programme offering a
range of services to
staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of
discounts on high street and
online shopping via 'Teacher
Discounts' and the 'Blue
Light' card



Role Summary

The Vacancy – Teaching Assistant

We are seeking a Teaching Assistant to join The Shade Primary School, part of Anglian Learning. You will work alongside the class teachers to enhance pupil learning and attainment while promoting independence, self-esteem, and social inclusion. It includes providing support to pupils both individually and in groups, to help them access the curriculum, engage in learning, and experience a sense of achievement.

Duties and responsibilities:

- In conjunction with the classroom teachers, adapt Learning to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Support children with significant development needs, e.g. cognitive ability, SEMH, learning skills, etc. as directed Read and understand Learning plans shared prior to lessons, if available and prepare the classroom for Learning.
- Support teaching by maintaining records, tracking pupil progress, assisting in planning and assessment, organising resources, preparing materials, and helping manage behaviour.
- Deliver interventions for pupils with SEND and SEMH needs, recording assessments and pupil progress and sharing outcomes with the class teacher to inform next steps in learning and support
- Engage in ongoing professional development by reflecting on practice, liaising with school leaders, building relevant skills, and participating in appraisal procedures.
- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies and promote the safeguarding of all pupils in the school

Requirements:

- Experience working in a school environment or other educational setting
- Experience working with children/ young people
- Good literacy, numeracy and organisational skills
- Knowledge of guidance and requirements around safeguarding children
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality and to safeguarding pupil's wellbeing and equality at all times

Job Description

Teaching Assistant

The Shade Primary School



SALARY: Scale 4 PT 7 - 11 £19,802.25 - £21,106.50 worked pay plus holiday pay (£26,403.00- £28,142.00 FTE)

This post is advertised at the pre NJC pay award salary rate. The successful candidate's salary will be adjusted in line with the agreed 2026/27 pay award once implemented.

HOURS: Full time 32.5 Hours per week 39 weeks per year

PENSION: LGPS Pension Scheme

DISCLOSURE LEVEL: Enhanced DBS plus Barred List Check

LOCATION: The post holder will be based at The Shade Primary School but will be expected to work across the Trust and to travel between sites.

RESPONSIBLE TO: Headteacher

MAIN RESPONSIBILITIES

The TA will

- Work with class teachers to raise the learning and attainment of pupils Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Principal Accountabilities:

Support for Children

- In conjunction with the classroom teachers, adapt Learning to meet the needs of individual children and small groups.
- Deliver interventions for pupils with SEND and SEMH needs, recording assessments and pupil progress and sharing outcomes with the class teacher to inform next steps in learning and support.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, including intimate or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, SEMH, learning skills, etc. as directed Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Support for curriculum

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand Learning plans shared prior to lessons, if available Prepare the classroom for learning.

Support for the teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development as directed.
- Monitor and track progress and provide feedback to assist in developing support plans for children with special needs.
- Contribute to the planning, assessment and evaluation of learning programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required. Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials, mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the school

- Develop and maintain effective working relationships with colleagues in the school, the Anglian Trust and other relevant professionals within and beyond the school.
- Contribute to the maintenance of a safe and healthy environment. Attend and actively participate in staff meetings.
- Participate in and support the professional development of other

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility:

Health & Safety

- All employees have general health and safety responsibilities both under criminal and civil law.
- Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

Safeguarding:

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Qualifications and Training

Essential:

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths.

Desirable:

- First-aid training, or willingness to complete it
- Experience in a Forest school.

Experience, Skills and Knowledge

Essential:

Experience working with children/ young people
Experience working in a school environment or other educational setting

Desirable:

Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils

Good ICT skills, particularly using ICT to support learning

Experience working with SEND and SEMH children

Personal Qualities

Essential:

- Enjoyment of working with children.
- Sensitivity and understanding, to help build good relationships with pupils A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.
- Commitment to maintaining confidentiality at all times.
- Commitment to safeguarding pupil's wellbeing and equality.
- Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people.

How to apply

Dates

CLOSING DATE: 6 October 2026

INTERVIEW DATES: TBC

START DATE: ASAP

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about becoming a Teaching Assistant and meet the person specification we invite you to apply for this exciting opportunity via <https://anglianlearning.org/join-anglian-learning/vacancies/>

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via peopleservices@anglianlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



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