A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES

LAAT

Magdalen Church of England / Methodist Primary School

Teaching Assistant (Fixed term)

Welcome from the CEO of The Trust – LAAT
Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community** of **Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.

THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.

Teaching Assistant

(Fixed term)

SALARY

Grade 3, Point 6 – 9, £25,615.00 - £26,847.00 FTE
£13,383.11 - £14,026.80 (Pro rata)

HOURS

22.5 hours per week, 39 weeks per year
(Term time plus inset days)
Mon to Fri 10.00am to 3:00pm with an unpaid 30-minute break for lunch each day

START DATE

As soon as possible – 5-month contract

LOCATION

Magdalen Church of England / Methodist Primary School

APPLICATION DEADLINE

Monday 16th November 2026 (noon)

INTERVIEWS

Wednesday 25th November 2026 (Times TBC)

For an informal discussion about the role, or to arrange a visit, please contact enquiries@magdalen.laat.co.uk or call 01754 880371

Please go to My Trust Careers to apply

About Magdalen Church of England / Methodist Primary School

As a Church of England / Methodist primary school within the Diocese of Lincoln, we seek to develop a caring Christian community through our school vision:

'Inspired by William Waynflete and John Wesley, we have a vision to be an **aspirational** school delivering excellence in learning by being **creative**, **inclusive** and **resilient** so that we can all serve in God's world to the best of our ability.'

"She gave this name to the LORD who spoke to her: "You are the God who sees me," for she said, "I have now seen the One who sees me." (Genesis 16.13).

Our ten school values help us to live out our vision:

Compassion / Forgiveness / Friendship / Hope / Humility / Justice / Peace / Service / Thankfulness / Trust

We are very much a 'team' at the Magdalen School; staff, pupils, parents and Governors work closely together to ensure that pupils not only develop their potential but also become responsible and self-motivated members of our community, mature in body, mind and spirit.

Serving God and celebrating the uniqueness of everyone are at the heart of our ethos. Through encouraging strong, positive, supportive relationships, we aim to create a genuine balance between the highest academic standards and personal growth, providing everyone with opportunities to 'do the best they can' and 'be the best they can be'.

Job Description

The successful candidate will work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and supervision of the classroom teacher

Key Tasks and Responsibilities

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.

Support pupils to understand instructions and support independent learning and inclusion of all pupils.

Support the teacher in behaviour management and keeping pupils on task.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some, or all of the following;

Record pupil data as required

Support children's learning through play.

Assist with break-time supervision including facilitating games and activities.

Assist with escorting pupils on educational visits.

Support pupils in using ICT.

Invigilate exams and tests.

Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

LAAT

Support pupils on a one-to-one basis in line with the requirements of an EHCP

To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

To perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

Applications are welcome from all, irrespective of gender, sexuality and promotes diversity and wants a workforce which reflects Christian Values, race, religion, marital status, age, or disability.

LAAT

Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience	Essential	Desirable
Experience of working with children in an educational environment		*
Experience of working with or caring for children	*	
5 GCSE's with a minimum grade C or above in English and Mathematics or equivalent qualifications	*	
NVQ Level 2 or Equivalent or working towards	*	

Professional knowledge and understanding

Knowledge of Safeguarding Procedures	*	
Good listening, oral and literacy skills	*	
Understanding and knowledge of the support required to meet the differing needs of children	*	
Basic knowledge of first aid		*
Ability to use appropriate judgement to seek and clarity detail where appropriate and escalate issues when necessary	*	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

LAAT

Personal and Professional Skills and Attributes

Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	
Positive attitude towards personal development and training	*	
A commitment to developing children as independent learners	*	
Demonstrate effective teamwork skills	*	

Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	

LAAT

What our Colleagues say about us…

‘I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues’

“SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family’ ‘The Christian values of our school are lived out by stakeholders’ ‘As much is done as possible to support mental health and work / life balance”

‘Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else’

‘Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust’ ‘Our links to our community, the children and parents. The support from the trust with curriculum’

‘I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support’

‘The sense of shared purpose to make changes for children to improve their life chances’

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the **Department for Education's (DfE) Education Staff Wellbeing**, joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme

Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond.

Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

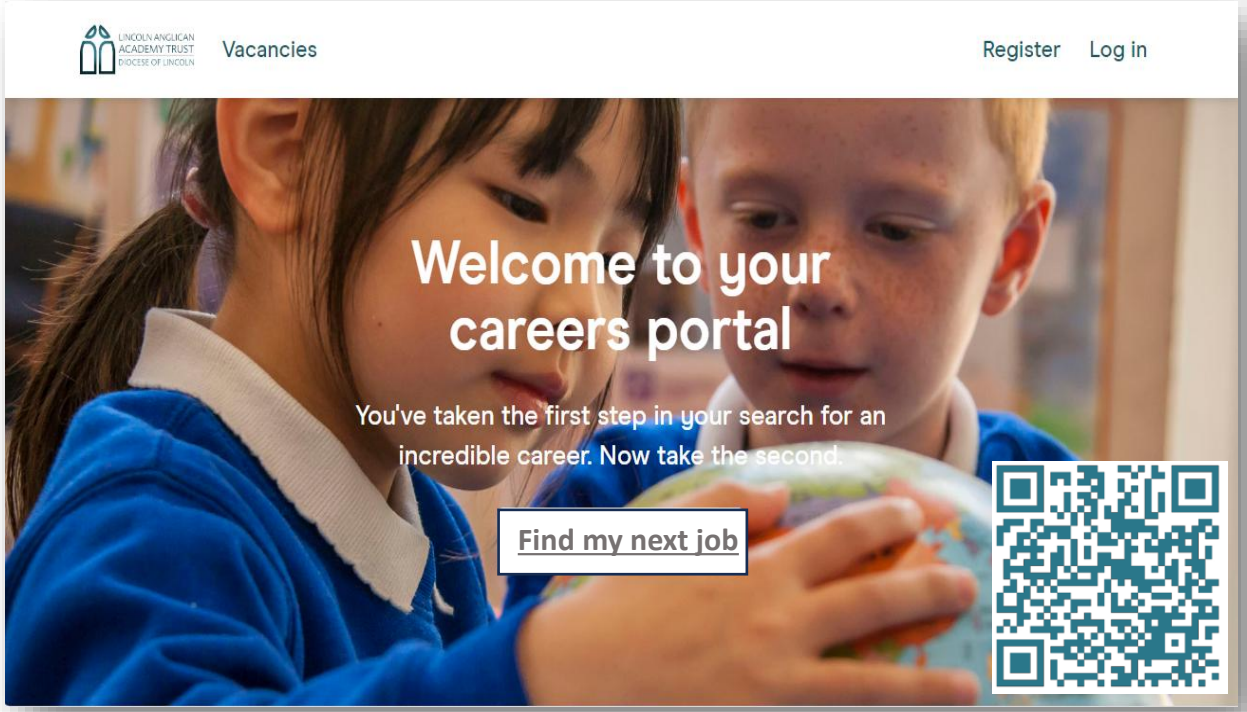
We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

Opportunities - LAAT (thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

My Trust Careers by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.