

Grade 4 Teaching Assistant (Temporary)

Application Pack



Location:

Grade 4 Teaching Assistant: Upton Heath Church of England Primary School, Upton Lane, Upton, Cheshire, CH2 1ED.

The Samara Trust Registered address:

Clutton Church of England Primary School. Broxton Road. Clutton. Cheshire. CH2 9ER.

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Invitation from Mr Roberts, Principal of Upton Heath Primary School

Thank you for your interest in our teaching assistant vacancy. Upton Heath C of E Primary School is a two-form entry, co-educational primary school of just under 400 children with 58 staff serving a diverse community including children whose families serve in the armed forces.

Upton Heath is a church school with a warm, family oriented environment and a strong community of parents/carers, governors, supporters and friends. The school is proud to be an inclusive school. Upton Heath was judged as a good school in 2022 by Ofsted.

To find out more about our school, you may wish to view our prospectus, available on the home page of our website: <https://www.uptonheath.cheshire.sch.uk/>

Best wishes

Mr Stuart Roberts, Principal

principal@uptonheath.cheshire.sch.uk

www.thesamaratrust.co.uk

<https://twitter.com/UptonHeathCE>

<https://www.facebook.com/UHPrimarySchool/>

<https://twitter.com/thesamaratrust>

<https://www.facebook.com/thesamaratrust>

The application process and timetable

You are invited to complete an application form.

Closing date for application forms: Tuesday 9th September 2025

Shortlisting: Wednesday 10th September 2025

Interviews: Friday 12th September 2025

Commencement of post: ASAP

Once the application forms have been received, full details of the interview programme will be provided.

The Samara Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application. In accordance with our safeguarding policy the successful candidate will be required to have an enhanced DBS check.

Completed application form should be sent to:

Mrs Ana Kolic: akolic@uptonheath.cheshire.sch.uk



Background of The Samara Trust

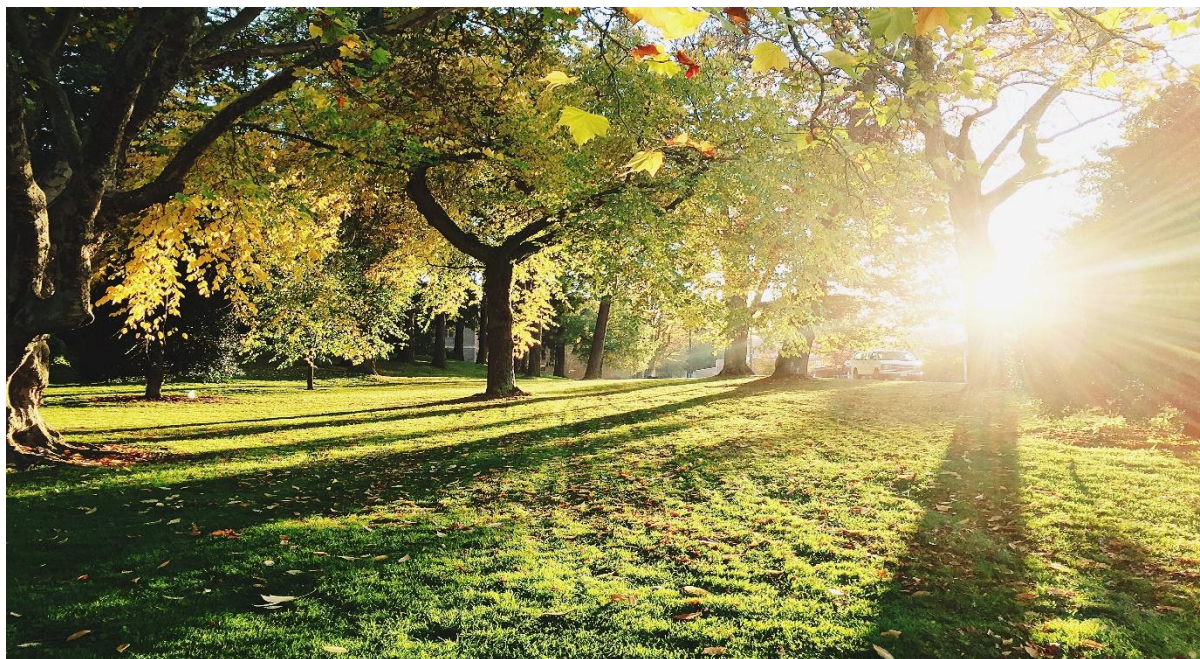
The Samara Trust was formed on the 1st March 2018. Clutton, Little Sutton and Upton Heath Church of England Primary schools joined together to establish The Samara Trust – a collaborative partnership focusing on improving education for the children of our schools.

The values that led to the formation of The Samara Trust were agreed to be a valid starting point for developing values for The Samara Trust. They are:

- **Child focussed** we strive to continually improve outcomes for the children and families within our schools.
- **Celebrating individuality** ensuring schools retain their distinctiveness and The Samara Trust complements and supports them.
- **Collaboration** enabling us to develop the skills, resources and practices through deep collaboration at all levels.
- **Opportunities** to facilitate new opportunities for staff through training, collaboration, joint professional development, exchange of best practice, developing expertise within our teams to support each other and other schools, staff secondment and joint working.
- **Internal rigour and challenge** allowing positive culture of quality assurance and improvement bringing about the best outcomes for our young people.

The Samara Trust brings together a variety of different schools to work together, supporting each other to create improved outcomes for our pupils in ways that would be far more challenging if we tried to do them by ourselves. We have joined together to create a collaborative solution for ourselves, a solution which will give us and schools who join us a greater sense of their place in the world.

Our priority is to provide sustainable school to school support and take full advantage of the breadth and expertise that already exists in our member schools. With that in mind we have prepared a trust development plan which highlights opportunities to work together to improve our individual schools and the experiences of our children. More information is available on our Trust website. www.thesamaratrust.co.uk



Job Description

Post:	Temporary Grade 4 Teaching Assistant x2 (Full time hours, 5 days per week)
Location:	Upton Heath Church of England Primary School.
Responsible to:	The Principal, SENCO and the governing committee.
Salary/Grade:	Support Staff Pay Scale Grade 4 (SCP 4 - 6) Linked to SEND funding.
Supervisory Responsibility:	The post-holder will be responsible in supporting our team of staff to ensure the inclusion of children in various year groups who require modified provision and in line with our trauma informed approach.

The Samara Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.

Person Specification

	Essential	Desirable	Identified
Education and Experience	-NVQ Level 3 in Teaching Assistant or Equivalent -Training to further your professional - Basic Awareness Safeguarding training -Development i.e Maths, Speech & Language , Literacy, EYFS	- GCSE or equivalent in literacy and maths	- certificates presented at interview
Relevant Experience	-Experience of working in a school -Experience of working closely with a class teacher -Experience of supporting individuals with barriers to learning -Experience of positive and consistent approaches to the management of pupil behaviour	-Experience of working across a range of year groups -Experience of working with a pupil regarding additional support e.g attachment/ASD/ADHD	-application form -interview -references
Job Related Knowledge	-The ability to observe and record children's progress -Awareness of inclusion to meet the needs of a broad range of pupil needs -Experience of using a variety of teaching styles to meet the needs of a pupil e.g kinaesthetic, visual, and auditory		-application form -interview -references
Skills and Aptitudes	- A willingness and ability to work as part of a team -To have co-operative and flexible approach to work		-application form -interview -references

	-Demonstrate high expectations of children and adults -Ability to work independently showing initiative -Skill in classroom tidiness and organisation -Excellent communication skills -Commitment to safeguard and promote the wellbeing of pupils -A sense of humour		
School Specific	-Reliable and a good time keeper -Willingness to contribute to the development of the whole school	-Excellent attendance and health record	-application form -interview -references
Commitment	-To promote equal opportunities for all -To promote the school's vision and values -To provide a high quality learning environment -To show respect for all members of the school community -To demonstrate ongoing professional development -To demonstrate an understanding of safeguarding and child protection		-application form - interview -references

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for a child, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage the child effectively, using approaches which are appropriate to the child's needs in order to inspire, motivate and challenge child.
- Maintain good relationships with the child, exercise appropriate authority, and act decisively when necessary.

- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of all the children.
- Have high expectations of behaviour, promoting self control and independence of the child.
- Carry out playground and other duties as directed.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and Worship.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Professional development

- Regularly review the effectiveness of your approach to supporting the child's needs and assessment procedures and its impact on the child's progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Proactively participate with the school's appraisal process.

Other

- To have professional regard for the Christian ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality.
- Follow relevant school procedures and ensure confidentiality at all times.
- Perform any reasonable duties as requested by the headteacher.

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change.

Signature of post holder: _____ **Date:** ____/____/____

Signature of Executive Principal: _____ **Date:** ____/____/____