

RECRUITMENT PACK



TEACHING ASSISTANT



schools
works

Academy Trust
*Building children's
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Our School

Dear Applicant,

Thank you for your interest in this vacancy at Hawthorns Primary School.

Hawthorns is a small one form entry primary school, with approximately 150 children on roll, plus an onsite nursery. We aim for all children to feel happy, safe and able to learn at their best. We use the words Pride, Respect and Success to capture our school vision and give us a focus for every day.

We are part of the Schoolsworks Academy Trust, which gives us the opportunity to collaborate and share good practice across 10 schools. Through this, by joining a Schoolsworks school, you will benefit from numerous CPD opportunities that will allow you to improve and progress your career.

We understand that recruitment is a two-way process ensuring that the school, the candidate and most importantly the children, benefit from the successful appointment. For this reason we want to make sure that we give you an honest and realistic picture of the school, that you have the chance to share what you can bring to the team and that the children get a taste of your relationship building and exciting learning ideas. Throughout the recruitment process, we hope to address all these things.

We are looking for a motivated and committed teaching assistant to join our dedicated and talented team. We want someone who:

- Understands children's individual needs.
- Can build excellent relationships to ensure children feel valued, listened to, safe and in an exciting place to learn.
- Can improve the quality of education and cultural capital for our children.

We work as a small team to develop a culture where staff are looked after, supported and professionally enriched. In return we ask you to show a commitment to continued professional development regardless of the stage in your career, share your expertise with others so we can learn together and strengthen our offer to the children.

We hope that you feel excited by the thought of joining our team and feel confident about the additional qualities you could bring. If so, we can't wait to hear from you.

Completed application forms should be sent to **recruitment@schoolsworks.org**

We look forward to receiving your application.

Yours faithfully,

Debbie Hawkins
Acting Head of School



Poplar Road, Worthing
West Sussex, BN13 3EZ
Tel: (01903) 268174
www.hawthornsprimaryschool.co.uk

About Our School

Hawthorns Primary school opened in 1977, originally as a First School for children aged 5 -8. In 2015, the school expanded to become a one-form entry primary school and in February 2024, Hawthorns became the 9th school to join Schoolsworks Academy Trust. The school also has its own nursery for children aged 2 -5. This provision feeds into the school and supports excellent transition and early learning experiences.



This small one-form entry primary school lies in beautiful grounds where nature is abundant and so there are plenty of opportunities for children to take their learning outdoors and we actively encourage this. We are fortunate to have our own enclosed pond area and forest school site as well as a small field and separate playgrounds.

Staff at Hawthorns are incredibly welcoming and supportive of each other. As a small team, everyone chips in to help which opens up lots of opportunities to gain new experiences. Our school is diverse and fully inclusive. We work hard to empower everyone with the skills and mind-set they need to be their best. We have a high percentage of pupils with SEND across the school and pride ourselves on the inclusive provision we offer and the close working partnerships with parents.



Our progressive Nursery to Year 6 curriculum supports every child's unique educational journey. Driven by the needs of our pupils, our curriculum provides exciting enrichment opportunities, meaningful community links and outdoor learning for all. We also plan curriculum theme weeks throughout the year to allow pupils to fully immerse themselves in a curriculum area. These weeks ensure every child has the chance to flourish in their area of interest and expertise. We are able to use our partnership with other schools in the trust to share experience and practice, and to provide opportunities for career development.

The Trust Safeguarding information can be found [here](#).

PRIDE

RESPECT

SUCCESS

Teaching Assistant Advert

Ref:	500101a
Required:	October 2026 or as soon as practicable
Contract:	Fixed term for one year
Hours:	15 hours per week, term time only (working hours negotiable) (38 weeks plus 5.8 weeks annual leave entitlement)
Salary:	NJC Grade 3, SCP 3-4, £25,614 to £26,016 p.a. pro rata. Actual starting salary - £8,746.56 p.a.

We are seeking an experienced Teaching Assistant to join our team to help support the needs of our children with SEND and an EHCP. This will entail working flexibly across the school, including within our enhanced provisions as appropriate. Knowledge of supporting children with Communication and Interaction needs such as autism and speech and language difficulties would be an advantage. You will also be expected to undertake Midday Meals duties each day.

Ideally you are already a Teaching Assistant with experience of working with children in an educational setting and/or have other experience in working with children with special educational needs and are looking to progress your career in to education.

Hawthorns Primary School and Nursery is a friendly, happy and caring one-form entry primary school in West Sussex, which has a fantastic and supportive staff team and is well respected within the local community. We have high expectations and a school-wide commitment to improve children's learning and staff expertise and professional development.

In return we can offer you:-

- A supportive environment in which to grow with an opportunity to be considered for HLTA training for the right candidate.
- Collaborative working across all 10 schools in the trust
- Employee Benefits including Local Government Pension, Staff wellbeing (Employee Assistance Program) and staff retail discounts.

Applicants should clearly state on the application form their current expertise and previous experience. Please make reference to the Job Description and Personal Specification when completing the Skills and Competencies part of the application. Visits to the school are warmly welcomed. If you are interested in applying and would like to visit the school, please contact the school office on Tel: 01903 268174, to arrange a suitable time to visit.

Hawthorns Primary School is committed to safeguarding and promoting the welfare of our children. This post is subject to rigorous pre-employment checks, including references, qualifications, health, enhanced DBS checks and online social media searches. Hawthorns Primary School is part of the Schoolworks Academy Trust and the Trust is fully committed to supporting the career development of all its staff.

Application forms should be sent to the school by email to **recruitment@schoolworks.org**

Closing Date: Friday 16th October

Interview Date: W/c Monday 19th October

Teaching Assistant Job Description

Scale: Grade 3, SCP 3-4

Responsible to: SEND Teacher, SENDCo and Head of School

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed in line with an annual job profile.

Job Purpose

To work under the direct instruction of teaching staff, usually in the classroom with a teacher, to support access to learning for children including those with additional and/or special educational needs and provide general support to the teacher in the management of children and the classroom.

Areas of Responsibility and Key Tasks

a) Support for Children

- Attend to the children's personal needs, and implement any related personal programmes, (including those stated on any EHCP), along with social, health, physical, hygiene, good eating habits and welfare matters
- Supervise and support children ensuring their safety and access to learning
- Establish good relationships with children, encourage good behaviour, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all children encouraging pupils to act towards each other in an appropriate and acceptable manner.
- Encourage children to interact with others and engage in activities led by the teacher
- Encourage children to act independently as appropriate
- Provide first aid (at an appropriate level for the first aid certification held), pastoral care and assistance for children who are upset, ill, injured or require hygiene related care in order to minimise distress.

b) Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of children work
- Be aware of individual children and their individual needs, progress and achievements and report to the teacher as agreed
- Assist with the planning of learning activities
- Undertake record keeping as requested
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Gather and report information from and to parents/carers as directed
- Provide some clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Teaching Assistant Job Description cont.

c) Support for the Curriculum

- Support children to understand instructions
- Support children in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support children in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist children in their use

d) Support for the School

- Maintain a professional approach at all times and be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work, aims and developments of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of children out of lesson times, including before and after school and at breaktimes
- Accompany teaching staff and children on visits, trips and out of school activities as required

Other Information:

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post

The post holder must carry out their duties in accordance with current UK and European law and Schoolsworks Academy Trust's/the school's policies, procedures, requirements and standards

Teaching Assistant Person Specification

Experience & Qualifications	Essential	Desirable
Previous experience as a Teaching Assistant		√
NVQ 3 Teaching Assistant or Higher Qualification		√
English and Mathematics GCSE or equivalent Grade C or above	√	
Experience of working in educational setting		√
HLTA or other educational qualification—stepping up and leading whole class teaching.		√
Knowledge & understanding of safeguarding requirements in schools		√
First Aid qualification and / or experience		√
Skills		
Good literacy and numeracy skills	√	
Good oral communication skills	√	
Good ICT skills		√
Attributes		
Have a passion and desire to want the best for all children, as well as a belief that all children can succeed.	√	
Be an inspirational, positive, enthusiastic, professional and supportive colleague.	√	
Be proactive and have a desire to improve their own practice, whilst being open to advice, feedback and guidance from colleagues.	√	
Demonstrate excellent emotional intelligence and be able to establish excellent professional relationships with children, staff and parents.	√	
Patient, calm and friendly manner.	√	
Good organisational skills, be able to work efficiently and to meet deadlines.	√	
Respect for confidentiality	√	

Employee Benefits

Continuous Professional Development and Secondments: We are committed to providing the highest quality professional development to all our employees. This includes a variety of CPD opportunities from ECT induction sessions and continuous support during the 2 year ECT programme to leadership development sessions and opportunities for further study i.e. NPQSL, HLTA or similar courses. We also aim to provide opportunities for collaboration and networking to learn from each other and embed outstanding practice in their own schools as well as secondment opportunities across all our schools.

Flexible Working: We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. Schoolworks recognises that there are sometimes occasions when employees may be able to work flexibly without compromising the needs of the organisation. In these circumstances this can help Schoolworks to deliver high quality education and enable employees to achieve a healthy work-life balance.

Mental Health First Aiders: Our mental health first aiders are here to support all our employees, connecting with colleagues who understand and promote well-being within our organisation.

Employee Assistance Programme: Access confidential counselling and support services through our free Employee Assistance Programme which supports employees and their families with a number of different, challenging situations they may be experiencing at any time. The Wisdom wellbeing app, available to all employees, is designed to support mental and emotional health.

Long service recognition: We are proud to celebrate our staff members reaching service milestones such as 10 and 20 years and to show our appreciation we endeavour to award service certificates, gifts / gift cards and wellbeing days off, which vary according to length of service.

Pension Scheme: Our pension schemes ensure that you can plan for a secure financial future. All employees are automatically enrolled on either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS) pension scheme.

AVC's Salary Sacrifice: Additional Voluntary Contributions (AVCs) provide an opportunity for employees who are members of the LGPS to pay additional contributions in order to increase their pension benefits at retirement. AVCs are an efficient way to save for retirement because they attract full tax relief.

Vivup: Enjoy exclusive discounts and offers. Employees can access a wide variety of lifestyle benefits, e-vouchers and reloadable cards including discounts on travel bookings, high street vouchers, gift cards, restaurants, cinema tickets, days out, leisure activities and day to day spending. We've also secured local offers such as discounted gym memberships.

Our **Staff Information Guide** and our **HR Policies** can be viewed online at www.schoolworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLWORKS.ORG

Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently working with eleven schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Hawthorns Primary School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Summerlea Primary School
- Westbourne Primary School
- Whytemead Primary School

We educate over 4000 pupils and employ over 550 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, IT, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: www.schoolsworks.org





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