

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 at Howard Community Primary School part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning 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 providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Alison Weir, Headteacher, on aweir@howardprimary.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 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space 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

9,000

pupils

Employing over

1,300

members of staff

3

counties

18

academies

About Howard Community Primary School



Howard Community Academy is a school which has all the right ingredients to succeed and to provide the very best for all its pupils. The current staff and the community are committed and keen to continue to put in place the changes that need to be made for this to happen. The school joined Anglian Learning on 1 April 2020 and the journey towards this vision, is well underway.

Aspiration | Experience | Nurture | Community

At Howard Primary we aim to support every child in becoming more than they ever thought they could be. Within a safe and nurturing environment we seek to provide our children with a curriculum which is engaging and exciting but also challenging in order to help every child reach their full potential. Howard Community Academy is a school with community at its heart. Our school works hand in hand with the local community to be a place where families are supported, and parents are actively involved in the life of the school and the education of their children.

Our aim is that, through high quality teaching, by the time a child leaves us, they will have the skills and confidence to be able to be independent and successful learners and be positively involved in the wider community. We seek to ensure that every child will have gained happy memories and rich experiences, and that they will believe that being a pupil at Howard Community Academy was the making of them. At the heart of all we do, Howard Community Academy promotes the values of being safe, being calm and being respectful.

At Howard Community Academy we want children to:

- Be successful and ambitious learners who are resilient in the face of a challenge
- Enjoy your topics and love coming to school
- Feel safe and know that you are cared about
- Take pride in where you live and help make it a better place

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 myriad 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 Alison Weir, Headteacher at aweir@howardprimary.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



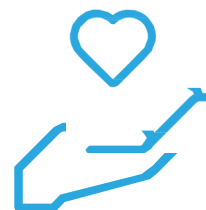
Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



Employee Assistance
Programme



Specsavers VDU Vouchers



Boots Flu Vouchers



Perkbox – a benefit, reward and
recognition platform offering a
wide range of discounts on high
street and online shopping



Role Summary

The Vacancy – Teaching Assistant – Fixed Term for 12 Months.

We are seeking a Teaching Assistant to join Howard Community Primary School, part of Anglian Learning. You will work alongside the class teacher 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 teacher, adapt lessons 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 lesson plans shared prior to lessons, if available and prepare the classroom for lessons
- Support teaching by maintaining records, tracking pupil progress, assisting in planning and assessment, organising resources, preparing materials, and helping manage behaviour.
- 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

Howard Community Primary School



SALARY:	Scale 3 point 5-6, (£25,583 - £25,989 FTE) pro rata for part time contract
HOURS:	32.5 hours per week, Term time 38 weeks (30 minutes unpaid lunchbreak)
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS
LOCATION:	The post holder will be based at Howard Community Primary School.
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 teacher, adapt lessons 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.
- 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 lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

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 teaching assistants as required.
- Assist in facilitating school events, e.g. school plays, events.

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

Essential:

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

Desirable:

- Experience in early years

Skills and Knowledge

Essential:

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Understanding of roles and responsibilities within the classroom and whole school context

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

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:

Via the Anglian learning Vacancies website: [Current Vacancies – Anglian Learning](#)

Closing Date: 28 November 1200

Interview Date: Week commencing 1 December 2025

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 Teaching Assistant and meet the person specification we invite you to apply for this exciting opportunity via [our vacancy page](#).

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact Alison Weir, Headteacher, on aweir@howardprimary.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 does not entail work that would be considered regulated activity. 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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