



Teaching Assistant Level 3

Permanent, term-time only plus INSET (39 weeks)

Full-time (33.75 hours per week) Monday to Friday, and part-time, variety of days available (all vacancies require full-day working hours as stated below)

£30,060 (SCP H14) - £32,654 (SCP H17) pro-rata / £23,583 - £25,618 (actual salary, 33.75 hours pw)

Working hours: Monday & Wednesday 8.45am to 4.35pm; Tuesday, Thursday & Friday 8.45am to 3.35pm

Closing Date: Monday 9 June 2025

Interviews: Monday 16 June 2025

Evergreen School is a community special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young adults enrolled who are aged 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

We are looking for level 3 teaching assistants to join our team (full-time and part-time vacancies available), with vacancies at both campuses.

You will be supporting pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes and providing cover during teaching assistant and teachers planned or unplanned short-term absence, involving taking whole groups/classes and delivering lessons/learning activities.

Some of our vacancies will be based in PMLD classes. This cohort of student are our most complex in physical, medical and cognitive needs and as such the support they require is specific and includes manual handling support and a high level of personal and medical care (supported by our onsite nursing team). Although a certain level of experience is desired, we can provide a range of suitable training and thus a personal drive to support pupils with PMLD will be a priority for us.

We are seeking dedicated professionals who share our vision of putting our children, young people, and their families at the heart of everything we do. You may have worked in a SEN school previously or have gained your experience elsewhere.

You will be required to produce right to work ID and relevant certificates, demonstrating your qualifications, on the day of interview if you are shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure (with child and adult's barred list check) and prohibition from teaching check. References and online checks will be completed at shortlisting stage.

One reference must be from your current/most recent employer and from the Headteacher (if from a school).

We will offer the successful candidate:



If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the online application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

**please note, CV's are not accepted, see attached Recruitment Pack for further information*

About our School

Evergreen School is an all-through community special school across 2 separate campuses in Warwick. We have over 280 children and young people on roll ranging in age from 4 to 19 years old. Although our campuses aren't strictly split by age, our Deansway Campus provides for predominantly primary-aged children and our Brittain Lane Campus provides for secondary-aged children and young people.

We think that Evergreen School is a wonderful and exciting place to be and we know that we have the most incredible pupils. All of us here are learning all of the time. If you have the very highest standards and expectations for yourself and everyone around you, a passion for learning and developing and believe that working with children and young people is the greatest privilege anyone can ever have, then we think you will love it too.

"My leadership philosophy centres around growth mindset, where each individual is encouraged and empowered to grow and develop. I want our children and young people to be excited, and most importantly happy turning up to school each day. Our children and young people deserve to have wonderful experiences of the world around them, learn new skills that are being delivered in an innovative way, thrive and be prepared to live in and contribute to their local community, grow as individuals, follow their interests and be the heartbeat of their curriculum. This individualised and tailored approach is the essence of specialist provision." (Nick, Executive Head Teacher)

Class groups all have a teacher, senior teaching assistant and additional support staff and we have school nurses, and pastoral team that work across the campuses. A multi-disciplinary team including speech and language therapists, physiotherapists, occupational therapists and a wide range of other professionals support the work of the teaching team.

Our pupils benefit from a broad range of educational resources and learning spaces. At our Deansway Campus, we have a swimming pool which is equipped with a sensory multi-media system, brand new outdoor play area, a soft play room, cookery rooms and sensory room. We also have a fantastic forest school site, and eco project which is a shared provision with the Woodloes Primary School next door. Our secondary campus also has a hydrotherapy pool, gym, music bus, two fantastic forest school spaces, sensory garden and Community Book Café open to the public.

The school has a range of facilities which enable outside professionals to liaise and meet with parents and staff. A variety of clinics are held at the school regularly. We are very well served by computer-driven technology, with large plasma screens and iPads in every classroom. There is high speed broadband internet and Wi-Fi access throughout the school.

We are committed to parental involvement and strive to maintain strong links with families and carers. A home-school communication system is in place via ClassDojo as well as a texting service. The school holds termly parents' evenings, regular workshop sessions and in class learning opportunities alongside the class teams. We have a very active and supportive 'Friends' of the school group (PTA).

***We live and breathe our vision of:
"putting our children, young people and families at the heart of everything we do."***

Job Description

Role Profile

Job Title:
Salary Grade:
School:
Primary Location:
Responsible to:
Responsible for:
Purpose of Role

Teaching Assistant Level 3
Scale H JEID S0059
Evergreen School
Evergreen School
Head Teacher / Head of School
n/r
Works with delegated authority and under the overall direction of SLT, and holds a senior role within the teaching assistant field of work supporting pupils' learning in a range of classroom settings , including working with individuals, groups and whole classes and providing cover during teaching assistant and teachers' planned or unplanned short-term absence, involving taking whole groups/classes and delivering lessons/learning activities. Contributes to whole school policy development.
<ul style="list-style-type: none"> • A duty to comply with the school's Code of Conduct, Child Protection and Safeguarding policies and practices. • In addition to the role of a TA2 (working with children/pupils with complex special needs): • Curriculum support: • Apply knowledge and understanding of a relevant area of the curriculum or age range or SEN, in supporting teaching, learning and development of pupils • Be involved in and contribute to whole school policy development • Pupil support: • Support pupils' learning in a range of classroom settings, including working with individuals, groups and whole classes. • Use specialist knowledge, expertise, training to provide appropriate and differentiated support to pupils • Support families to respond to children's/young people's needs • Provide lunchtime supervision for pupils for 5 days per week • Teacher support: • Support SLT in guiding the work of support staff (e.g. TA apprentices, TA1/2, MDS, volunteers) • Observe and promote pupil progress and holistic development • Co-ordinate and organise pupils attending extra-curricular activities • School/service support: • Provide cover during teaching assistant and teachers' planned or unplanned short-term absence, involving taking whole groups/classes and delivering lessons/ learning activities, assessing, recording and reporting on the progress of pupils. • Model good practice and contribute to planning and delivery of INSET to others who support pupils

Responsibilities

- Support children/young people and families through communication with parents
- Be able to work in a variety of school settings and at different key stages
- Oversee staff use of specialist equipment
- Manage a team of teaching assistants, provide leadership, contribute to their performance management, allocate and check work, provide learning opportunities
- Be involved in curriculum development

Other Professional Requirements

Undertake training as considered appropriate to the needs of the post

- Undergo staff performance and review scheme interviews as part of continuing professional development.
- Any other reasonable duties at the discretion of the Headteacher / Deputy Headteacher

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By;
Hold a recognised and relevant qualification at NVQ level 3 (or equivalent) or have evidence of equivalent knowledge and experience.	A, D
Have a detailed understanding of at least one area of the curriculum / age range / SEN.	A, I
Have considerable experience of working to support children/pupils learning	A, I
Displays commitment to the protection and safeguarding of all children and young people	A, I
Have detailed understanding of schools' policies and how they relate to local and national framework / policies for learning and safeguarding	A, I
Values and respects the views and needs of children and young people	A, I
Have understanding of and experience of ICT as a learning tool and be able to use this in the classroom	A, I
Good communication and listening skills and be able to present information, verbally and in writing	A, T, I
Have additional communication skills – e.g. 'Makaton'	A, I
Able to take responsibility for an area of learning/development	A, I
Able to organise and lead activities for parents and/or pupils	A, I
Able to supervise and train NVQ or work experience students	A, I
Relates well to pupils, parents, staff and other professionals	A, T, I
Able to exercise initiative and independent action	A, T, I
Be pro-active in offering ideas and contribute to whole school review	A, I
Able to adapt teaching styles to the needs of groups or individual pupils	A, T, I
Following training and risk assessment, be able to operate specialist equipment, e.g. hoists, complex feeding equipment etc. and oversee staff use of this	A, I