



# Applicant Information Pack

## Teaching Assistant



*'Every Individual is in a great school'*



## Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in our school. Much Wenlock Primary School is situated in the picturesque town of Much Wenlock. It is a wonderful community school, with the children drawn mostly from the local area and town centre.

We are a popular school with around 180 children on roll, in 7 classes. We also have an onsite Nursery which caters for children from 2 years upwards. The school prides itself on having a close-knit and nurturing feeling.

Much Wenlock Primary School is a thriving and dynamic learning community where children consistently excel and reach their full potential. At the heart of everything we do is our vision: *Unlocking potential: Empowering every child to thrive*. We are passionate about fostering a love for reading, language, and performance, and our unapologetically ambitious curriculum is designed to inspire every child. Rooted in the principles of "knowing more and remembering more," our curriculum celebrates individuality, nurtures special talents, and applauds every success, no matter how big or small.

Our school radiates pride, from our vibrant classrooms to our supportive and inclusive ethos. Led by a Senior Leadership Team relentlessly pursuing excellence, we ensure that the well-being, happiness, and progress of both pupils and staff are at the heart of every decision. Together, our whole-school team works with passion and purpose, setting the highest expectations for achievement and behavior. At Much Wenlock Primary, we are dedicated to creating an environment where joy, growth, and ambition flourish—unlocking potential and empowering every child to thrive.

We are committed to enriching the curriculum for our children through a wide range of after school- clubs, trips, performances, school ambassador projects, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children and regularly draw on the local links. We have a very inclusive approach. Our Learning Mentor supports children, parents and teachers within the school.

At Much Wenlock Primary School, our community is very important to all of us: this includes children, staff, and families past and present. This means that our pupils are well behaved, enjoy their learning and consider school to be an important part of their life, along with their teachers - of whom they value very much.

Our staff are our greatest asset: we are committed to continued professional development for all our staff as we aim to make our community as successful as possible. We foster open, professional and respectful relationships across the school and staff well-being and happiness is paramount.

This recruitment pack contains details about our school, the 3-18 Multi Academy Trust, and the commitment to our staff and students. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion then please contact our School Office via email [info@wps.318education.co.uk](mailto:info@wps.318education.co.uk)

With Kind Regards

Much Wenlock Primary School

## Much Wenlock Primary School



### About Us

At Much Wenlock Primary School, we pride ourselves on our welcoming learning environment, where a friendly atmosphere is combined with an air of purpose. We are fortunate in the high quality of all our staff. Parents and governors are involved and supportive, and the children themselves help to drive school improvement through our School Council and House Group system.

Everyone works together to maximise the educational opportunities and personal well-being of each and every child. Children make good progress as they grow through the school and achieve well. We are proud to teach children with a wide range of skills, and our vision of 'Unlocking Potential: Empowering



Every Child to Thrive' is lived every day. Our school sits at the heart of a wonderful community and we pride ourselves on being responsive to the families we serve. The school staff strive to make Much Wenlock Primary school and Nursery a happy and successful learning environment for all children.



### Facilities

Situated on the edge of the historic and popular town of Much Wenlock, just south of the Ironbridge Gorge and fourteen miles south-east of Shrewsbury, we are within easy reach of an enormous range of learning environments; rural, urban, historic and modern. Our own extensive grounds provide excellent facilities. They include a large sports field and two hard playgrounds with a range of markings for team games and other activities. There are further large, grassed areas and a range of natural habitats, including woodland and a living willow den and a 'secret garden' which has been developed for Forest School activities.

### Ethos and Values

At Much Wenlock Primary School we value each and every child and celebrate their individuality. We are committed to nurturing and inspiring children to be happy, confident learners. We achieve this by working together to create meaningful and enjoyable experiences. In this way we strive to instil a lifelong love of learning and achieving.



## Our Vision: Unlocking Potential: Empowering Every Child to Thrive

Our Values:

Wonder

Resilience

Equity

Nurture

Sustainability.



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

#### Our Vision:

To ensure every individual is in a great school.

#### Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

#### Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



## The 3-18 Trust: What We Offer

### Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

### **In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

#### ✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

#### ✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

#### ✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

#### ✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

#### ✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

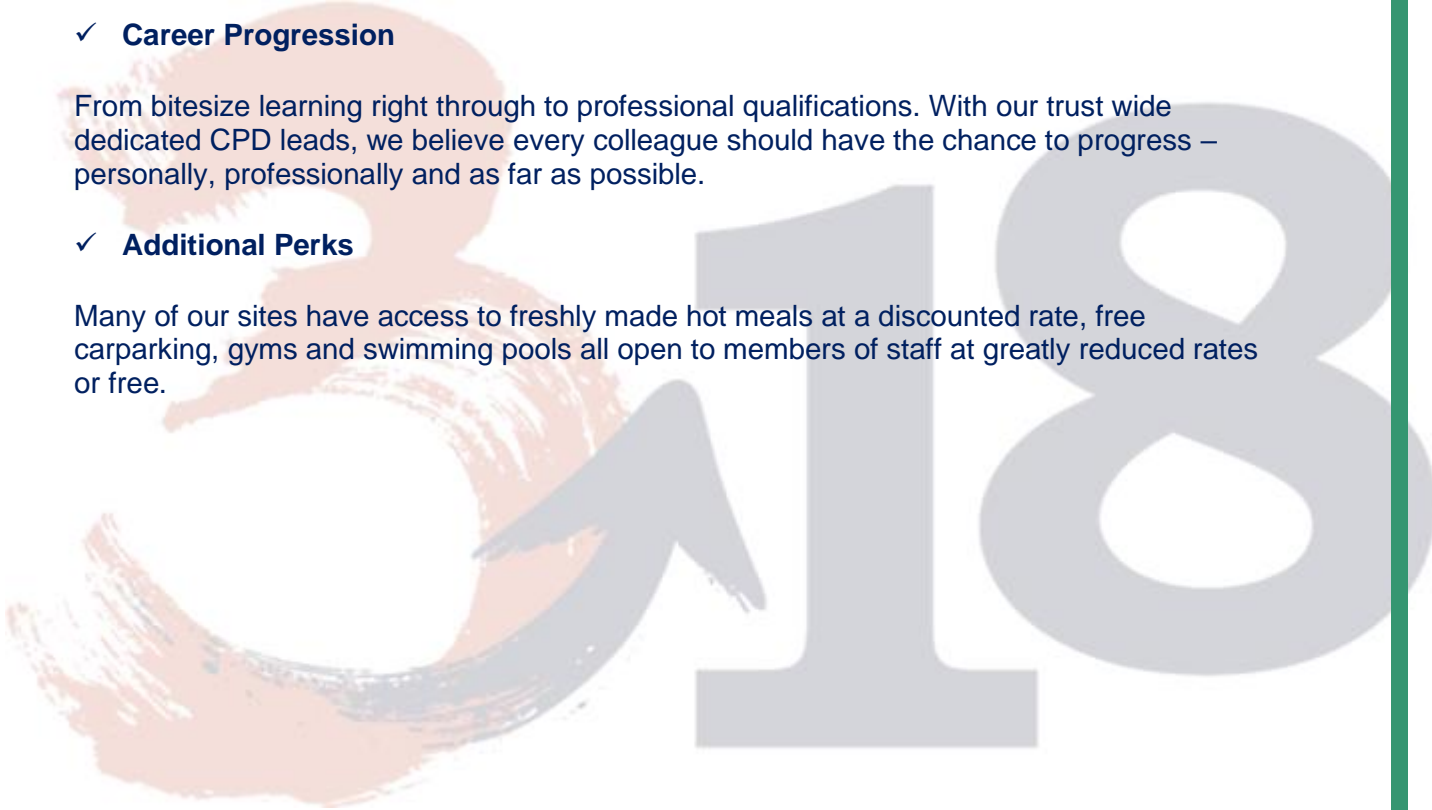
We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.



## Job Description: Teaching Assistant (Level 2)

<b>Title of Post</b>	Teaching Assistant (Level 2)
<b>Grade and SCP</b>	Grade 5 SCP 5 - 6 (£21,575 - £21,968 FTE / £13,499 - £13,744 Actual)
<b>Hours/Working Weeks</b>	27.5 HPW Term Time Only
<b>Post Status</b>	Fixed Term to End of Academic year
<b>Accountable To</b>	SLT

### Purpose of the Job

Working under the guidance of SLT, to work as part of our team to provide safe, high quality education and care for young children.

### Duties and responsibilities:

#### 1. Support for Pupils

- Act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children.
- Encourage parental involvement and support through the development of effective working relationships.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the teachers of any concerns over children, equipment etc.
- Ensure that you offer the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
- Work creatively with children.
- Assist as 1:1 support as and when required to work with SEN children
- Daily interaction with children, providing a range of stimulating activities to promote all areas of learning, both inside and outside the classroom.
- Lift and support students as required, for example lifting in and out of a wheelchair.

#### 2. Support for Leaders

- Assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment.
- Use strategies in liaison with Leaders to support children to achieve learning goals.
- Provide general administrative support e.g. produce worksheets for agreed activities.

### 3. Support for the School

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of children out of school hours as required.
- Accompany staff and children, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

### 4. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### 5. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

#### Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your 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

#### Other Responsibilities

- Comply with and assist with the development of 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 comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good standard level of education</li> <li>• NVQ Level 2 in Childcare and Education, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSE's or equivalent, including Maths and English</li> <li>• First Aid qualification</li> </ul>
Work or relevant experience	<ul style="list-style-type: none"> <li>• At least 2 years relevant experience working with children</li> <li>• Ability to plan and organise effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with working in an educational setting or other relevant environment</li> <li>• Manual Handling training.</li> </ul>
Knowledge, and Understanding	<ul style="list-style-type: none"> <li>• A good knowledge of child development</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> <li>• Good communication skills and ability to relate well to children, staff and parents</li> <li>• Evidence of working well as part of a team</li> <li>• ICT skills and the willingness to update skills and undertake further training</li> <li>• Ability to safely lift and move/support students.</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	<ul style="list-style-type: none"> <li>• Specialist skills, training or experience e.g. Art, Music, ICT etc.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment</li> <li>• Flexibility and reliability</li> <li>• Willingness to develop skills with further training</li> </ul>	
Special Conditions	<ul style="list-style-type: none"> <li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check</li> </ul>	

## Application & Appointment Process



An application form is available to download from the school website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

Please send completed applications to Rachel Howell-James, Acting Headteacher at [Rachel.howelljames@wps.318education.co.uk](mailto:Rachel.howelljames@wps.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: 9.00am Monday 6<sup>th</sup> January**

**Interviews will take place: Friday 10<sup>th</sup> January**

If you wish to arrange an informal discussion to find out more about this post, please contact the school office: [rachel.howelljames@wps.318education.co.uk](mailto:rachel.howelljames@wps.318education.co.uk)

### **Please note:**

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.*

*This post is exempt from the Rehabilitation of Offenders act 1974 and as such shortlisted candidates must complete a declaration including details of any cautions, reprimands or warnings, as well as convictions and non-conviction information. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*Any successful candidates offer of employment will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and an Enhanced Disclosure and Barring Service Check before their appointment is confirmed. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment.*

**In line with Keeping Children Safe in Education (KCSiE), online checks will be carried out on the successful applicant.**