



Nine Mile Ride
Primary School

Applicant Information Pack Teaching Assistant

Closing date: 9am 16 October 2026

Applications can be made
by completing the [application form](#).

To arrange a visit or return completed forms, contact:
Mel Knight – recruitment@thecircletrust.co.uk | tel. 0118 338 1961



Are you passionate about supporting young learners and making a real difference every day?

Grade 3 SCP 5-6 Actual Salary (depending on experience) £19,370-£19,678 FTE £26,427-£26,847 per annum | 32.5 hours, 5 days per week - term time only, permanent | Immediate start

We are seeking to appoint a confident, skilled and enthusiastic Teaching Assistant who is passionate about supporting primary-aged children to achieve their very best.

This is an exciting opportunity for an experienced practitioner to make a real difference by inspiring, motivating and nurturing a love of learning in every child. The role will include providing high-quality classroom support, as well as delivering targeted 1:1 and small group interventions for children with a range of additional needs.

We offer:

- Happy, enthusiastic children who are eager to learn and take pride in their school
- A welcoming, supportive and dedicated staff team who work closely together
- A strong commitment to staff development, with high-quality CPD opportunities
- The support and opportunities of The Circle Trust - a well-respected local multi academy trust
- The chance to make a positive difference every day

As Teaching Assistant you will:

- Demonstrates creativity, energy and enthusiasm in engaging and inspiring young learners
- Has consistently high expectations of pupils' achievement, behaviour and independence
- Is proactive, flexible and able to respond effectively to the varied needs of the classroom
- Works collaboratively as part of a team and communicates effectively with colleagues
- Is deeply committed to supporting children's wellbeing and personal development
- Has experience in supporting pupils with additional needs, including SEN, ASD and SEMH
- Has a proven track record of delivering effective interventions and leading small group learning

If you are an experienced Teaching Assistant looking to join a caring, ambitious and forward-thinking school, we would love to hear from you.

To arrange a visit or apply please contact Mel Knight - recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Applications can be made via the [application form](#) on our school website

Closing date: 9am 16 October 2026 | **Interview date:** tba

Applications will be considered upon receipt, and we reserve the right to close the advert early.

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.



Welcome to our school

We are a happy, popular school set in beautiful grounds at the heart of the local Finchampstead community, within the Wokingham Borough.

We have a wonderful, friendly, committed team and are very proud of the positive atmosphere and nurturing ethos of the school.

We truly believe that every child should have the opportunity to shine. In order to create an inclusive school where all flourish, we promote an environment where each child is unique. Special care is taken to build respectful relationships and educate everyone at Nine Mile Ride about the needs of all children and how best to meet them.

We foster open and honest communication and actively seek to engage with all members of our community in a positive and supportive manner.

Visits to the school are warmly welcomed and if you have any queries, please do not hesitate to contact us.

Francois Walker
Headteacher

Key Information	
Type of School	Academy
Planned Admission Number (PAN)	390
NoR	382
Ofsted	Strong standard in all areas June 2026

Exceptional	
Strong standard	● ● ● ● ● ● ● ●
Expected standard	
Needs attention	
Urgent improvement	



Staff are “proud to work at the school. They feel valued by the school's leadership team. Leaders consider staff workload and wellbeing carefully. This has contributed to high staff morale.”

Ofsted June 2026



Our Vision and Values

At Nine Mile Ride Primary School we take pride in developing outstanding young people by having the highest expectations of all our students and knowing each child well. We challenge our students to strive for academic, creative, emotional, sporting and personal success within a broad, vibrant and enriched curriculum.

Together we discover, nurture, achieve and shine

Our vision is for all students to leave Nine Mile Ride as independent learners with the knowledge, concepts, skills and attitudes to prepare them for the next stage in their education and to contribute positively to society.

Our values of being respectful, resilient and reflective enable students to develop a personal ethic and moral attitude that positively affects their behaviour and equips them with the skills needed for successful lives both now and in the future.

We celebrate [growth mindsets](#) and promote learning power skills to ensure that students are capable of doing new things, being creative and inventive and are not frightened to make mistakes. The careers and jobs that our children will be doing when they leave formal schooling may not have been invented yet so our focus is all about getting our students ready for life. We encourage students to take ownership of, and responsibility for, their learning and decisions, so they have the confidence and curiosity to ask questions, solve problems and communicate well.

The heart of our school ethos is inclusiveness – giving all our students an opportunity to shine, and recognising and valuing others





Job description

Salary

Grade 3 SCP 5-6 Actual Salary (depending on experience) £19,370-£19,678 FTE £26,427-£26,847 per annum

Contract

32.5 hours, 5 days per week - term time only, permanent

Reporting to

Line Manager

Start Date

Immediate start

Job purpose

To support, motivate and inspire all pupils to achieve their full potential, including those with special educational needs, under the guidance of the class teacher and SENCO. The postholder will contribute to pupils' academic progress, emotional wellbeing and personal development in a safe, inclusive and nurturing environment.

Duties and responsibilities

Teaching and Learning

- Support the school's vision, values and commitment to high-quality education for all pupils
- Work with individuals and groups to promote independence and maximise learning across the curriculum
- Deliver high-quality targeted interventions for individuals and small groups
- Support pupils to achieve their individual targets in reading, writing and mathematics
- Prepare and adapt resources to meet the needs of all learners
- Support pupils' emotional regulation, resilience and engagement in learning
- Promote consistently high expectations of behaviour in line with the school's therapeutic approach

Inclusion

- Make adaptations and support pupils with SEND (including ASD and SEMH) to access learning and make progress
- Implement personalised strategies and programmes under the direction of the SENCO and class teacher
- Deliver and evaluate the impact of interventions
- Contribute to the planning, delivery and review of EHCP targets and individual support plans
- Monitor and record pupil progress, providing clear and timely feedback to staff
- Contribute to meetings such as Annual Reviews where required

Supporting the Class Teacher

- Provide regular feedback on pupil progress and engagement
- Assist with assessment and record keeping
- Support communication with parents/carers under teacher guidance
- Accompany pupils on educational visits, taking responsibility for assigned groups
- Contribute to a well-organised, stimulating and safe learning environment



Pupil Welfare and Safeguarding

- Promote and safeguard the welfare of all pupils in line with statutory guidance and school policies
- Be vigilant and report any safeguarding or welfare concerns promptly
- Promote inclusion, equality and respect for diversity
- Support pupils' social development, including during unstructured times

Wider School Contribution

- To ensure the smooth running of lunchtimes; helping to set up the lunch/dining hall, supervising the children eat and helping clear up the hall and playgrounds
- Supervise pupils during break and lunchtimes, actively engaging in positive play
- Support extra-curricular activities, including leading or assisting with clubs
- Contribute to the organisation of resources in a curriculum area
- Attend training, staff meetings and professional development opportunities
- Administer first aid where required (training provided if necessary)
- Ensure the health and safety of the children; promptly report concerns and details of accidents/incidents as necessary
- Undertake any other reasonable duties as directed by the Headteacher

Additional Responsibilities

- Maintain confidentiality and adhere to GDPR requirements
- Uphold professional standards and the school's staff code of conduct
- Contribute positively to the wider life of the school
- The Teaching Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies.

This job description forms part of the contract of employment of the person appointed to this post.

It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

Person specification



Qualifications and training

	Criteria	Essential	Desirable
1.	NVQ Level 2 / CACHE Level 2 Certificate or equivalent or relevant experience	✓	
2.	Good standard of general education e.g. GCSE English, Mathematics and Science	✓	
3.	Relevant Level 3 qualification		✓
4.	Training in SEND, safeguarding or behaviour support		✓

Experience

	Criteria	Essential	Desirable
5.	Experience of working with primary-aged children in an educational setting	✓	
6.	Experience of supporting children with a range of special educational needs	✓	
7.	Experience delivering effective interventions and small group support	✓	
8.	Experience maintaining records and tracking pupil progress	✓	
9.	Experience communicating effectively with a range of stakeholders	✓	

Knowledge and understanding

	Criteria	Essential	Desirable
10.	Knowledge of the national curriculum	✓	
11.	Knowledge of child development and learning processes	✓	
12.	Awareness of strategies to support pupils with additional needs	✓	
13.	Knowledge of some of the emotional, behavioural and social difficulties that may create barriers to learning.		✓
14.	Understanding of safeguarding, behaviour and inclusion in a school setting	✓	
15.	Basic knowledge of IT to effectively support children		✓



Skills and abilities

Criteria	Essential	Desirable
16. An ability to develop positive relationships with children, valuing their diversity, to enhance their learning and social development	✓	
17. Excellent communication and interpersonal skills	✓	
18. Proven written and oral communication skills	✓	
19. Good literacy and numeracy skills to support learning	✓	
20. Skilled in questioning to deepen pupil understanding		✓
21. Ability to work effectively both independently and as part of a team	✓	
22. The ability to work with a range of professionals from external agencies	✓	
23. Ability to remain calm, patient and solution-focused in challenging situations	✓	
24. Ability to support and engage reluctant learners		✓

Personal qualities

Criteria	Essential	Desirable
25. A commitment to uphold the school's vision, values and staff code of conduct	✓	
26. Warm, caring and child-centred approach	✓	
27. Flexible, proactive, positive and adaptable	✓	
28. High expectations of pupils' achievement and behaviour	✓	
29. A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner	✓	
30. Commitment to professional development	✓	

The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance





About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounding area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



[An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and to flourish in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.



Our values are our cultural north star
they drive our behaviour and decision making.



The highest educational outcomes
for every learner is paramount



Preserving the unique identity and
ethos of all partner schools is
essential



To be anything but utterly
inclusive is non-negotiable



Being self-reflective is essential in
encouraging innovation, our Trust is
always driven to improve further



What we say is what we do, we
recognise talent, foster expertise,
believe well-being for all is
fundamental



Our Trust promotes collaborating
with others and being outward
looking

Our support

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives.

At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (nursery—18 years), we are able to provide school improvement advice and strategy based on consistent and fluent approaches to education provision.



Our schools

We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained. We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account.

As a trust we are rooted in this approach and our ambition is clear; to improve the educational outcomes for children and young people. We don't want to change schools; we want to help them progress.



Badgemore Primary School



Emmbrook Infant School



Emmbrook Junior School



The Hawthorns Primary School



Hartland Primary School



Nine Mile Ride Primary School



Owlsmoor Primary School



Shinfield Infant and Nursery School



St Crispin's School



The Emmbrook School



Wescott Infant School



Westende Junior School



To find out more:

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

If you would like to arrange a meeting, please get in contact via the school office.

We'd love to have a cuppa with you!



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply



The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance and offers of employment may be subject to the checks outlined in this guidance.

Visits to the School

Visits to the school are warmly welcomed, please contact Mel Knight recruitment@thecircletrust.co.uk to arrange a visit.

Application form

Please complete [The Circle Trust application form](#). This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunities monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is 9am 16 October 2026, however applications will be considered upon receipt, and we reserve the right to close the advert early.

Applications can be made via the [application form](#) on our school website.

Please send your application to Mel Knight - recruitment@thecircletrust.co.uk | tel. 0118 338 1961

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.



Interview Dates	tba
Checks	If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.
Offer of employment	We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email

How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice.

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Headteacher.



Nine Mile Ride Primary School
430 Finchampstead Road
Finchampstead
Berkshire
RG40 3RB

t: 0118 973 3118

<https://ninemileride.co.uk>



Nine Mile Ride Primary School is an academy and part of The Circle Trust. The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.