

RECRUITMENT PACK



TEACHING ASSISTANT



schools
works

Academy Trust
*Building children's
futures together*

Our School



Dear Applicant,

Thank you for taking an interest in this post at Rustington Community Primary School.

We are a 3-form entry Primary School with a fantastic, friendly and supportive staff team. We have high expectations and a school-wide commitment to improve children's learning & staff expertise, and professional development

We are looking for a positive and enthusiastic person to join our amazing staff team. Our staff work extremely well together to support and look after each other and simply want the very best from every child. Happiness and wellbeing for both children and staff are at the very core of our work, whilst having high expectations and a passion & desire to improve.

Our staff team have a huge amount of knowledge and expertise and by working at our school, you will work with and learn from, such experienced, capable and knowledgeable staff, who are only too happy to support you with your own development. Reflection and improvement is part of our normal practice and we are continually looking to see how we can improve and optimise our provision in order to support teaching staff and children to thrive and to achieve their very best

Visits to the school are warmly welcomed . Please contact the office if you would like to arrange a visit either via email at office@rustington.academy or by phone 01903 785271 and ask to speak to our Office Manager, Mrs Bailey.

We look forward to hearing from you.

Yours sincerely

Marie Smailes
Headteacher



**North Lane, Rustington
West Sussex, BN16 3PW
Tel: (01903) 785271
www.rustington.academy**

About Our School



Rustington School is committed to learning for all and has developed the concept of **The Rustington River of Learning** - a learning journey that connects all of the learning for children, staff, governors and parents.

We are a large primary with 3 forms of entry and 630 pupils in total; part of the Schoolworks Academy Trust and the Littlehampton locality group of schools, sharing in collaborative learning developments across the area.

The partnership between staff, governors and the Schoolworks Academy Trust has grown significantly over recent times and changes to the leadership structure have given opportunities for staff to develop leadership roles within the school. In February 2025 the school was rated 'good' by HMI. We are moving forward and we want open-minded, ambitious and energetic staff to join us on this journey.

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



Teaching Assistant Advert

Ref:	500113
Required:	October 2026 or as soon as practicable
Contract:	Fixed term until July 2027
Hours:	30.85 hours per week, term time only (38 weeks plus 5.8 weeks annual leave entitlement)
Salary:	NJC Grade 3 SCP 3-4, £25,614 - £26,016 p.a. pro rata. Actual starting salary - £17,988.77 p.a.

We are looking for a positive, caring and well-motivated teaching assistant to work within this friendly and supportive school. We are a 3-form entry Primary School with a fantastic, friendly and supportive staff team. We have high expectations and a school-wide commitment to improve children's learning & staff expertise, and professional development.

This role will involve working with groups and individual children across all year groups. The roles require flexibility in your approach and understanding of the children and require you to work closely with the class teacher to support the children

As a member of our team we can offer you:-

- A happy and supportive environment where staff and children learn alongside each other.
- Friendly and enthusiastic children who enjoy learning.
- A forward-looking school with high aspirations and standards.
- Excellent professional support and development opportunities.
- Support to achieve HLTA status if desired.

The successful applicant will be someone who will:

- Engage and motivate children to do their best, whilst having a passion and desire to want the very best for all children and a belief that every child can succeed.
- Is very well-organised and efficient.
- Be an inspirational, positive, enthusiastic and supportive colleague.
- Participate and contribute fully to our staff team.
- Strive to attain high standards of self and others.
- Demonstrate emotional intelligence and be able to establish excellent relationships with children, staff and parents.

This is a good opportunity to develop professionally in a forward looking learning environment and offers the chance to become part of a successful and developing team.

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

Visits to the school are warmly welcomed. Please contact the office if you would like to arrange a visit either via email at office@rustington.academy or by phone 01903 785271 and ask to speak to our Office Manager, Mrs Bailey.

Rustington Community Primary School and Schoolsworks Academy Trust is committed to safeguarding and promoting the welfare of children. This post is subject to successful DBS, health and qualifications checks and satisfactory references. Rustington Primary School is part of the Schoolsworks 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@schoolsworks.org**

Closing Date: Friday 16th October

Interview Date: Wednesday 21st October

Job Description

Responsible to: Class Teacher, Headteacher

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 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.

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

Job Description cont.

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

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		√
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. Schoolsworks 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 Schoolsworks 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.schoolsworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLSWORKS.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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