

Applicant Information



Teaching Assistant (SEND) Level 2 & 1:1 Midday Supervisor

Role: This is a combined role, with two aspects that include a Teaching Assistant position and a 1:1 Midday Supervisor position.

Location: Cubbington C of E Primary School

Payscale: Teaching Assistant (SEND) Level 2 (F7), 17.5 Hours per week 8.45-12.15 each day

Midday Supervisor (B2), 6.15 Hours per week 12.15-1.30 each day

Total Hours Per Week: 23.45

Closing Date: Thursday 19th February 2026

Interview Date: Wednesday 25th February 2026

Appointment Date: As soon as possible (Latest start date 13th April 2026)

Fixed Term Contract: Ends 17th July 2026

Juliet Jones Head Teacher



A Message from Mrs Jones

At Cubbington Church of England Primary School, we believe that education is about much more than what happens in the classroom – it's about nurturing curiosity, kindness and courage in every child. Our highly inclusive school community is built on our core values of Achieving, Belonging and Caring, and these shine through in everything we do.

Cubbington is a vibrant, inclusive and forward-thinking school where children are known, valued and encouraged to flourish as individuals. Our team is dedicated, talented and supportive – we work collaboratively, celebrate each other's strengths and never stop learning together. Whether you are an experienced professional or at the start of your teaching journey, you will find a place here where your ideas are valued, your wellbeing matters, and your professional growth is actively supported.

If you are passionate about inspiring young minds, making learning irresistible and being part of a caring, ambitious team, we would love to hear from you. Cubbington is a place where staff and pupils alike are encouraged to 'Be Courageous' and where you can make a genuine difference every single day.

We look forward to welcoming you to our school.

Mrs Juliet Jones
Headteacher



Cubbington Church of England Primary School

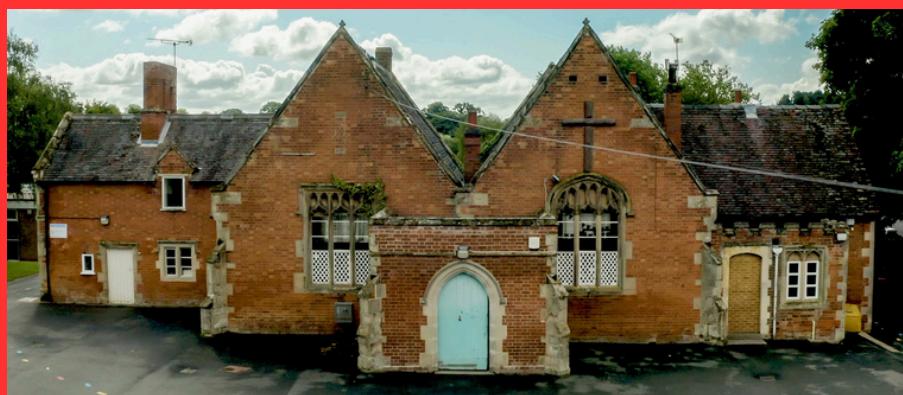
OUR SCHOOL

Cublington School is a local authority maintained, community primary school. We are situated in the heart of Cublington Village. There are currently 209 children on roll who travel to the school within Cublington and other surrounding villages. We have a highly experienced teaching staff across the school who work with a dedicated team of Teaching Assistants. The school has a very active and successful PTA which not only generates much needed funds for the school but help to extend the links to the local community. Our Garden of Eden is another excellent example of the support we enjoy from the local community. The garden is used to give pupils the experience of growing a wide range of produce and is supported by a group of committed volunteers.

Pupils have a well-stocked library and ready access to books, computers and tablets throughout the school.

We are very proud of our place in the local community and the school's reputation for inclusivity and for nurturing our pupils in a positive learning environment.

Central to this is the school's Christian ethos which underpins our core values. The school has excellent links to nearby St Mary's Church sharing some buildings and we hold regular events within the church. In 2019 SIAMS noted that 'The inclusive, nurturing ethos of the school is a strength. The Christian vision drives courageous choices and decisions to ensure the flourishing of everyone and inspires aspiration for all.'



OUR VISION

Our aim is as simple as ABC - ACHIEVING, BELONGING, CARING

With a talented and dedicated team of teachers, support staff and governors we work together to give each child in our care the opportunity to flourish.

We are committed to offering our pupils a broad and balanced curriculum which provides opportunity to excel academically, physically and artistically in a safe and caring environment. Every member of our community is valued and respected. We listen to each other and every voice is heard. We celebrate our achievements, differences and diversity.

At Cubbington we instil a positive culture of self-belief and pride in all of our pupils and in doing so we endeavour to create successful learners, confident individuals and responsible citizens. Our school enjoys extensive grounds unparalleled locally, which we maximise to develop pupils' learning and sporting talents.

We aim to:

- Develop our children as individuals, combining excellent academic standards and pastoral care.
- Provide a secure, caring and stimulating environment in which children are happy to learn.
- Give each child access to an appropriate, broad, balanced and relevant curriculum.
- Enable each child to fulfil his or her potential.
- Guide children's moral and spiritual development in a way that reflects the school's Christian Foundation.
- Build partnerships with families.
- Develop effective links with the community that we serve.
- Continuously strive to improve.

Job Description

Teaching Assistant - SEND - Level 2

Job Description -

Working under the overall supervision of the responsible teacher, assist and support teaching and learning, provide for general care, safety and welfare of the pupil and work with individuals or groups of pupils with complex health care and/or learning needs. There will be a commitment to the protection and safeguarding of children and young people.

This position is to be based in a KS2 class. The child presents with a range of attention, emotional regulation and sensory needs that impact on his learning, behaviour and self-esteem. He finds it difficult to maintain focus and he demonstrates high levels of energy and sensory-seeking behaviours. The child has low self-esteem which can impact his confidence, perseverance and willingness to engage with challenging tasks, although he is able to sustain attention for longer periods when activities are highly motivating or of personal interest.

Relationships

Responsible to: Headteacher, SENDco, Class teacher
Supervises: Individual child and/or small groups of children
Colleagues: Other school support staff, outside agency staff

Responsibility for people (other than employees supervised/managed)

The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of pupil need and progress, the development and implementation of plans and providing appropriate care/support to pupil with complex learning and/or health care needs.

Responsibility for physical resources

The post has some responsibility for physical resources, through the preparation and care of teaching materials/resources and secure and accurate record keeping.

Typical Tasks, Duties and Curriculum Support:

- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupil as required.
- Undertake agreed learning activities/teaching programmes, adjusting according to pupil responses.
- Support and use ICT in learning activities & develop pupils' competence and independence in its use.

Support for Pupils:

- Support individual pupil during independent /group work, e.g. explain tasks, reinforce key objectives/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods (eg story reading).
- Help pupils to develop communication skills and role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Assist in the personal, social, emotional development of pupils and development of self-esteem including promotion of independence.
- Assist with the development and implementation of PLPs/behaviour plans.
- Using specialist skills/ knowledge/ training, provide support in specialist areas, i.e. ASD.
- Encourage and reinforce positive interactions between pupils working within any behaviour targets set, identifying and reporting uncharacteristic behaviour patterns.
- Assist with pupil supervision on trips off the school premises, under overall guidance of the responsible teacher.
- Working with pupils with complex special needs, monitor and provide for their general care, safety and welfare, including tasks connected with their social inclusion and providing for their personal, physical and health care needs.
- Use physical intervention strategies following training (eg. team teach/positive handling)

Support to Teacher:

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual/group achievements of key objectives and feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to assessment and review of pupils' progress.
- Attend PLP and EHCP review meetings.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks.
- Liaise with parents/carers, specialist teachers & other professional staff and share and provide information.

Specific SEND Support:

- To assist teachers in planning and working with the child/children and working under the direction of teachers, the SENDco and outside agencies (e.g. EIS, IDS) with the individual or a group, as appropriate.
- To discuss the child/children's progress and specific needs with relevant staff.
- To follow recommended teaching methods and techniques as indicated in the EHCP.
- To liaise with parents/carers about the child's learning and development.
- To participate in the drawing up and subsequent reviewing of Personal Learning Plans.
- To support pupils in small groups or on a one to one basis in the classroom or through withdrawal.
- Such other duties as directed by the Headteacher or SENDco which are relevant to the appointment of a Teaching Assistant.

Person Specification

- Have been educated to at least CSE/GCSE/O level in Maths and English Language grades A-C.
 - Have an understanding of special educational needs as defined in the SEN Code of Practice.
 - Experience of working with children of the age with which the post is concerned.
 - Have experience of ICT as a learning tool.
 - Have experience of TA work.
 - Have attended Inset on aspects of the curriculum; literacy/numeracy/ SEN/ early years/behaviour management/training and learning.
 - Have NVQ level 2 or equivalent knowledge, experience and skills.
 - Be working towards NVQ Level 3, or have equivalent knowledge, experience and skills.
 - Understand the school's policies relevant to the subject/support provided and how they relate to local and national frameworks/policies.
 - Have an up-to-date understanding of the level 2 post.

Skills

- Be able to relate well to both children and adults.
- Have good communication, persuasion and negotiation skills.
- Have empathy with pupils, especially those with learning difficulties.
- Have good listening skills.
- Be patient.
- Be able to work effectively in a team.
- Be able to take direction but be prepared to take initiative when required.

Further Specific SEND Support

- Have a good level of knowledge and understanding of at least one area of learning, e.g. English, mathematics, science, SEN, Early Years.
- Be able to present information effectively, verbally and in writing, to others (for formal SEN reviews etc.)
- Ability to acquire new skills.
- Be able to take responsibility for planning own work when required.
- Be able to transfer theory/training into practice and demonstrate skills of problem solving drawing on relevant experience.

Qualities

- Have natural authority.
- Be sensitive to the needs of children.
- Be flexible and adaptable.
- Be committed to undertaking appropriate induction training and other short in-service training courses.
- Be committed to own professional development and be willing to undertake other appropriate training, preferably leading to national standards (NVQ Level 2).
- Be trustworthy and discreet maintaining confidentiality.
- Be able to establish clear boundaries.
- Have a good sense of humour.
- Have good interpersonal skills.
- Be able to work sensitively with colleagues and a range of professionals and pupils.
- Be able to exercise initiative and independent action.
- Be pro-active in offering ideas.

Midday Supervisor Role

Job Specification:

We are seeking to recruit an enthusiastic, calm, kind and reliable Midday Supervisor to join our friendly lunch time team at Cubbington C of E Primary School. Our school actively encourages inquisitive and fun play in a safe and supportive environment.

You will be responsible for supervising the child during lunch times in the dining hall, outside on the playground and on school fields.

Key Tasks:

- Escort children to and from the dining hall.
- Supervise collection of meals and assist with use of cutlery.
- Assist pupils when returning used plates, trays, cutlery, beakers and clearing tables.
- Supervise children eating food brought in from home and ensure packed lunch equipment is cleared away.
- Supervise classroom and outside activities whilst encouraging inclusion.
- Ensure orderly return to the classroom.
- Attend to minor accidents or to pupils who become ill.
- Report any incidents to the relevant Supervisor if accident occurs or if pupil falls ill.
- Monitor pupil behaviour, intervening as necessary in accordance with our behaviour policy.
- Supervise toileting and washroom activity.
- Encourage healthy table manners.
- Resolve any issues in a calm and supportive manner.

Cubbington C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS process.

We are seeking someone whom:

- Enjoys working with children.
- Works well as part of a team but can also work independently.
- Is reliable, inclusive, approachable and displays a calm manner.
- Supports our school's core values of ABC: Achieving, Belonging and Caring.

This role is part time and in combination with the TA 2 SEND role, 6.15 hours per week, Monday to Friday 1.15 hours a day.

Further Information

Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and well-being, and undertake health & safety duties and responsibilities for your role as specified within Cubbington School's Health & Safety Policy, and all other relevant health & safety policies, arrangements, procedures, systems of work as specified for the post / role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below. The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

- Significant use of computers (display screen equipment).
- Potential exposure to blood or bodily fluids.
- Face-to-face contact with members of public.
- Work with vulnerable children.
- Working with challenging behaviours.

Pre-employment Guide

Pre-employment checks are an important part of the recruitment process as they allow us to check that the information you have given is accurate, whilst promoting 'Safer Recruitment' best practice which limits the risk to us and the public we serve.

As a result, whenever a position is offered to a successful candidate, it is done so conditionally and so is subject to pre-employment checks which include:

- Two satisfactory references.
- Satisfactory medical clearance.
- Evidence of relevant qualifications, registrations and memberships.
- Confirmation that the candidate is legally entitled to work in the UK.
- Satisfactory check through VBS (Vetting & Barring Service).
- Any other conditions of offer of employment (if appropriate).

Checks that are underlined are required in all instances and we reserve the right to withdraw an offer at any stage if the criteria relating to the conditional offer is not made.

The Recruitment Process

Applying for the job

Please consider carefully all the details in the recruitment pack and decide whether or not you think you meet at least the minimum criteria needed to do the job. If you wish to continue with your application, you may do so by completing the job application form and emailing it to admin3144@welearn365.com

It is also advisable to write a letter of application which explains why you would like this particular job and your personal educational philosophy illustrated with recent examples.

CV's submitted alone are not acceptable.

The decision to invite candidates for interview is based on the details in your application, so please make sure you complete all the sections as fully as possible.

English Duty – This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The selection criteria

The person specification describes the skills, knowledge and experience we expect a candidate to have, which we will use to determine whether you are shortlisted. It is important that you show how you are able to satisfy each of the stated criteria.

Please make sure you show in your application, by explaining in detail, how you meet each of the criteria. It is not sufficient to merely repeat what is in the person specification. It is important that you do not leave out any relevant experience or skills / knowledge gained, whenever or however it was gained – for example study, voluntary / unpaid work could be included. Any reasons for gaps in employment should also be recorded on your application. In addition to explaining why you think you can do the post, you should give reasons for applying.

Declaration and signature

Please read your completed application form carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

Acknowledgement of application

If you are shortlisted you will be contacted with details of the selection arrangements. We appreciate how much time applicants spend on their applications, but unfortunately Cubbington School cannot always acknowledge unsuccessful applications.

References

References will be taken up prior to interview as the post involves working with children.

Referees will be contacted by email where an email address has been provided on the application form.

At least one referee must be your present or most recent employer. If you have never worked or not applying to work for Warwickshire County Council or worked for some time, think of someone who is able to say something helpful and relevant about you, e.g. club or charity organiser for whom you have worked voluntarily, or your Head Teacher if you are a school leaver. All appointments will be subject to satisfactory references.

Evidence of permission to work in the UK

Under the Asylum & Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. If you are selected for interview, we will ask you to provide documentation to prove your entitlement to work in the UK. Appointment to any post cannot be confirmed until this has been verified.

Work permit

If you require a work permit in order to take up employment, you must state this on the application form.

Relationship to Councillor or employee

If you are related to a Councillor or an employee of the County Council, you are asked to declare this on your application. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

Data protection

The County Council has adopted the guidance set out in the Employment Practices Data Protection Codes and has a policy to destroy unsuccessful applications within 6 months of the recruitment decision having been made.

Declaration of interest

Please give details of any other current employment you have and also give details of any interests that you, your partner or a close relative has which may create a conflict of interest that could affect your employment with the County Council. For example, you or a partner may have an association with a voluntary organisation that receives a grant from the County Council and the post involves monitoring or issuing grants.

CONTACT DETAILS



- 🌐 www.cubbingtonprimaryschool.co.uk
- ✉️ admin3144@welearn365.com
- 📍 Church Hill, Cubbington, Leamington Spa