

# Teaching Assistant Recruitment Pack

# Advert

Title	Teaching Assistant (inclusive of SEN)
Contract	Temporary until 31 <sup>st</sup> August 2026 in the first instance
Location	St Helen's CE Primary School, Highfield Road, Hemsworth, WF9 4EG
Days/Hours	Monday to Friday mornings (17.5hrs per week)
Pay Range	Scale Point 5 or 6 (Gross pay £10,268 - £10,431)
Required from	ASAP

We are looking for an enthusiastic and committed Teaching Assistant to work alongside class teachers to provide a high-quality learning experience for children in school. The position will be in Key Stage Two.

We are looking for someone who:

- Has high expectations and is committed to ensuring all children make strong progress based on their starting points;
- Is able to communicate well with good interpersonal skills;
- Is committed to an inclusive ethos where every person matters;
- Has good behaviour management skills;
- Has some experience in children with additional needs;
- Can work well as part of a team;
- Is warm, kind, caring, positive and has a sense of humour.

We can offer:

- A nurturing, caring and inclusive school;
- A forward-thinking Trust that takes professional development, workload and staff wellbeing seriously;
- A friendly, hard-working, professional and supportive team of staff and governors;
- Happy and enthusiastic children who enjoy learning and behave well;
- A commitment to your professional development.

We warmly encourage you to visit school before you apply. For further details about the role, to arrange an informal conversation with Lee Swift, Headteacher. Please contact the school office on 01977 617955 or email [lee.swift@sthelens.enhanceacad.org.uk](mailto:lee.swift@sthelens.enhanceacad.org.uk)

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce and welcomes applications from all.

Applicants will need to use the link below to complete online application form.

[Recruitment](#)

## Selection Timeline

**Closing Date:** Friday 3<sup>rd</sup> October

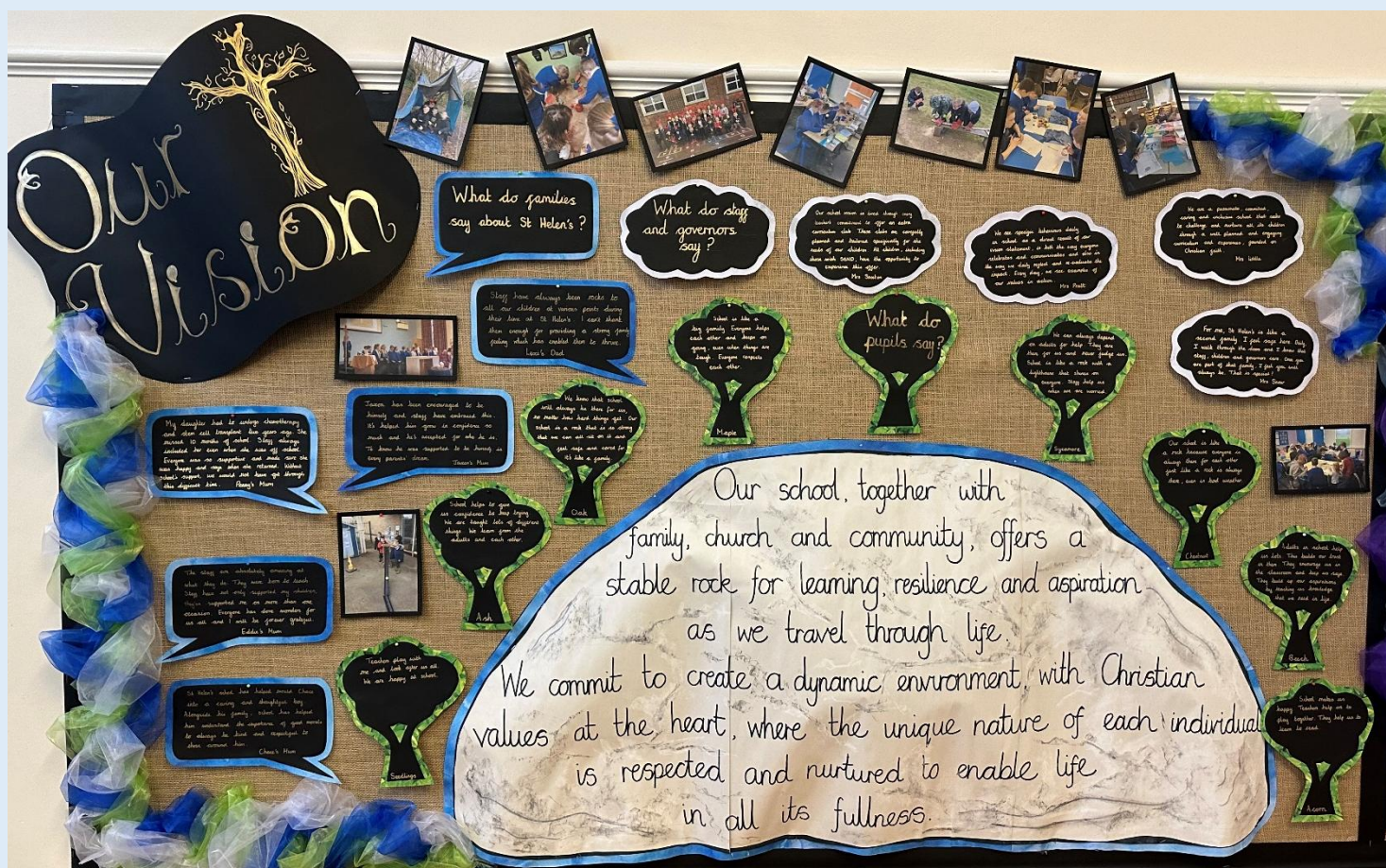
**Interviews:** W/c 6<sup>th</sup> October

# Vision

**Our school, together with family, church and community, offers a stable rock for learning, resilience and aspiration as we travel through life.**

**We commit to create a dynamic environment, with Christian values at the heart, where the unique nature of each individual is respected and nurtured to enable life in all its fullness.**

***“The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock.” Matthew 7: 25-27***

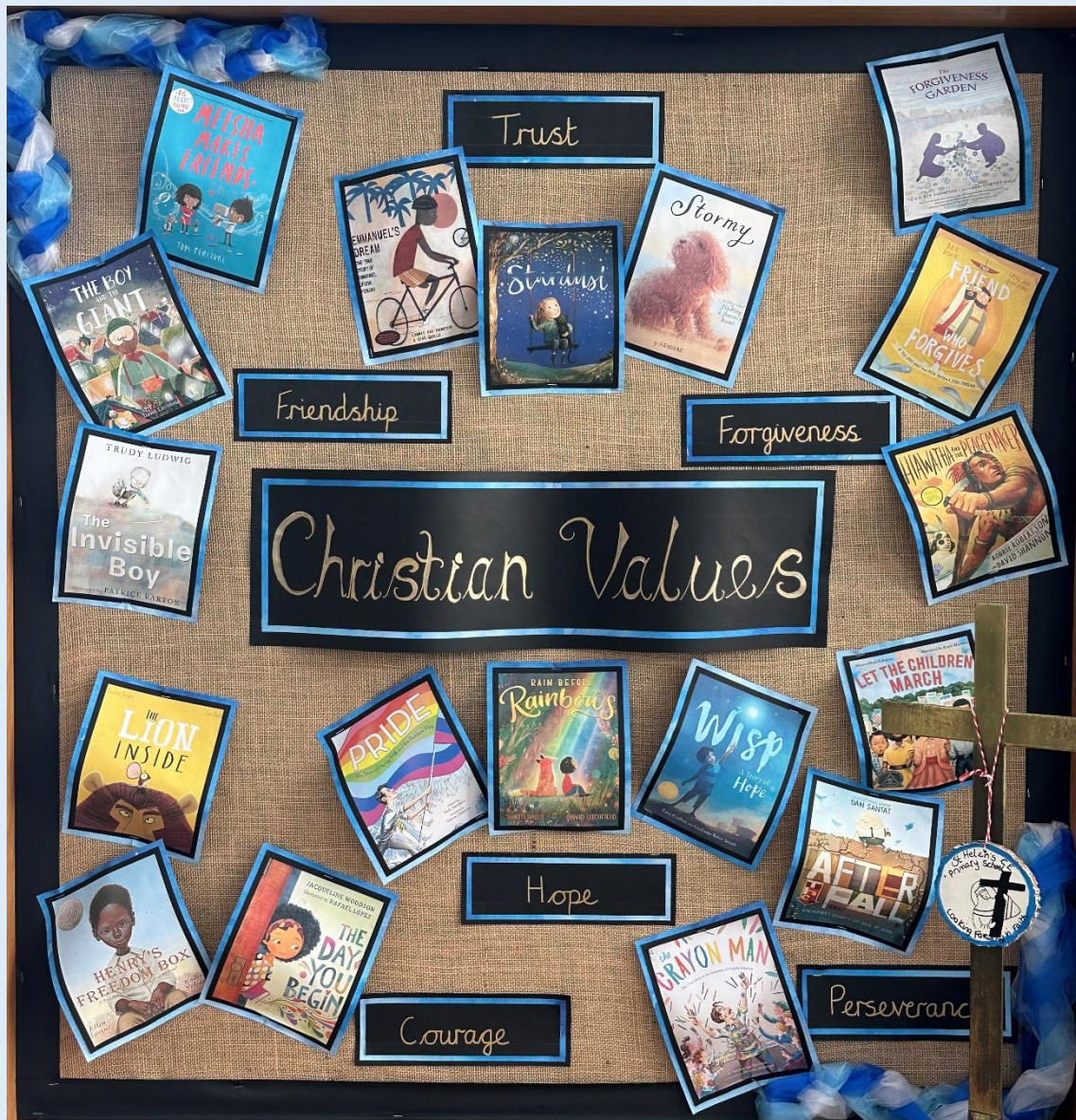


# Our Christian Values

We have 6 Christian Values that support our school vision. We explore these during daily acts of Collective Worship.

Our 6 values are:

- Hope
- Friendship
- Trust
- Perseverance
- Courage
- Forgiveness



# Our School

St Helen's is an average-sized school with 215 children on roll. We have become an increasingly popular choice for families in the local area and our reputation is constantly improving. The majority of our children continue their education at the nearby Outwood Academy, Hemsworth.

In order for children to achieve high standards and make good progress throughout their school journey at St Helen's, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include an extensive playing field, forest school area and a continually developing playground.
- We are an extremely inclusive school. There are currently 15 pupils with an Education, Health and Care Plan (EHCP) and approximately 23% of our pupils have some form of Special Educational Need or Disability (SEND).
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residentials.
- We pride ourselves on the large range of activities that our staff provide as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for Secondary School. We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.

We are very lucky to have lots of indoor space. We have spare classrooms, a large library, a phonics intervention room and a large classroom where our Pastoral Care Leader is based.



# Job Description

## REPORTING TO

Supervision Activities Relating to Teaching and Learning- Classroom Teacher

Line Management-Headteacher/Higher Level Teaching Assistant

## OVERALL PURPOSE OF THE POST

Under the direction and supervision of a teacher or line manager (e.g. Higher Level Teaching Assistant), to support pupil's learning, to attend to pupils personal needs and to provide general support in managing pupils and the classroom.

## KEY OUTCOMES/ACTIVITIES

- To assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters.
- To assist with the supervision of pupils ensuring their safety and access to learning
- To prepare the classroom as directed for lessons and to clear afterwards.
- To assist with the display of work.
- To report to the teacher or line manager any pupil problems or behavioural difficulties in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupils' individual behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, early years) to enable pupils to understand instructions and to ensure they remain on task.
- To assist with the maintenance of equipment and resources.
- To assist pupils in using resources, e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake routine clerical duties including bulk photocopying and collecting dinner money.

Other duties commensurate with the grade of the post as directed by the Headteacher

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

# Job Description

## RESPONSIBILITY OF RESOURCES

**Employees (Supervision):** None

**Financial:** None

**Physical:** Effective use of learning materials and resources.

**Customers and Clients:**

The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

## WORKING CONDITIONS

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

## CHARACTERISTICS OF THE POST

**Characteristics of the post:**

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**

# Person Specification

Knowledge, Experience and Skills		
	Essential	Desirable
Qualifications/Training		
Level 2 Numeracy / Literacy or willingness to work towards this	✓	
Support Work in Schools (S.W.I.S.) Level 2.		✓
Supporting pupils with S.E.N. Level 2 or 3 qualification		✓
Knowledge		
Good numeracy/ literacy skills	✓	
Appropriate knowledge of First Aid	✓	
Use of Technology e.g. ICT.	✓	
Child Protection issues	✓	
Health, Safety & Security issues.	✓	
Data Protection issues	✓	
Experience		
Working or caring for children	✓	
Competencies and Other Skills		
The ability to relate well with children and adults	✓	
The ability to work as a member of a team.	✓	
Effective use of resources	✓	