



St. Mary's C of E Primary Academy  
COLLABORATIVE LEARNING TRUST



# TEACHING ASSISTANT (MATERNITY COVER)

## INFORMATION FOR APPLICANTS

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NJC Grade B1-B3 Scale Points 4-11

Actual Salary £18,068 - £20,189 Per Annum

Term Time Only

32.5 Hours Per Week

Required for September 2025



COLLABORATIVE  
LEARNING TRUST

Working Together to Secure Success

## TEACHING ASSISTANT

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**Location:** St Mary's C of E Primary Academy School

**Contract:** Fixed Term, Maternity Cover, until 31<sup>st</sup> August 2026 or the return of the postholder, whichever is sooner  
32.5 Hours per week

**Closing Date:** 1 September 2025

**Selection Day:** 5 September 2025

## TEACHING ASSISTANT

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Thank you for your enquiry regarding this post.

Please look on the school's website [here](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 271 7204

The closing date for applications is **Monday 1 September 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place on the **Friday 5 September 2025**.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. On the selection day a number of sessions will be organised which may include completing a data or written task, and meeting with Trust staff, school leaders, and trustees. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview in the afternoon.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

## INFORMATION ABOUT THE POST

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We are looking for a Teaching Assistant to work under the instruction and guidance of teachers or senior staff to undertake work, care and support programmes that will enable our pupils to access learning and to assist the teacher in the management of pupils and the classroom.

The successful candidate will be required to provide 1:1 and small group support, primarily within the class, dependant on school requirements. They will also have expertise of/or experience of working with children with a high level of SEN (specifically social and communication needs).

### **Key Information about the Role**

- Supporting groups of learners and work with a key stage team
- Plan and organise lunch time activities for children
- Assessing, recording and reporting on pupils' achievement, progress and development
- Be a member of the inclusion team, supporting the needs of students

This may involve planning, preparing and delivering learning activities for individuals/groups, monitoring students and assessing, recording and reporting on students' achievement, progress and development. Work may be carried out in the classroom or outside the main teaching area.

# INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

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Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

## VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

### Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

### This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

*'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'*

## INFORMATION FROM JESSICA CRISP: HEAD OF SCHOOL, HUNSLET ST MARY'S C of E PRIMARY ACADEMY

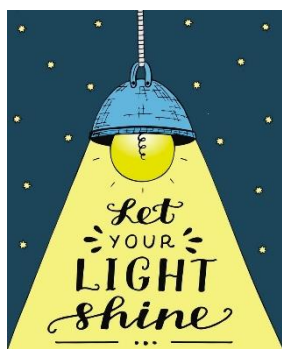
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Dear Prospective Applicant,

Thank you for expressing an interest in working at St Mary's Church of England Primary Academy. The school is situated in the very heart of Hunslet, in the shadow of the spire of the now demolished St Mary's church. Central to the future of the school is our Christian vision that brings light and hope to all our fantastic students and families.

### ***Our Vision***

***Develop the individual light in everyone, so they can learn as much as possible and reach their unique potential. We want to ignite curiosity through our curriculum and create a culture of gratitude and good deeds. With hope and humility, we want our children to take on the world and make it a better place.***



We can only achieve this vision if we have the best staff team and if you feel you can 'fit the bill', I would encourage you to look at the school's website and, if possible, visit the school itself to find out more. Please contact the school to arrange a visit, we look forward to hearing from you.

Good Luck,  
Jess Crisp

## COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

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The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

### **Employee Assistance Programme:**

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

### **Pension Scheme:**

We offer a fantastic teaching and support staff pension scheme.

### **Cycle to work scheme:**

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

### **Home and Tech scheme:**

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

### **bYond:**

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

### **Extras discounts:**

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

### **Tastecard Promotions:**

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

### **RAC Membership Cover:**

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).



## JOB DESCRIPTION: TEACHING ASSISTANT (Maternity Cover)

<b>Name:</b>	
<b>Job Title:</b>	<b>Teaching Assistant (Maternity Cover)</b>
<b>Salary Grade:</b>	<b>B1-B3 Scale Point 4-11 - Actual salary £18,068 - £20,189 per annum</b>
<b>Contract Type:</b>	<b>Fixed Term until 31<sup>st</sup> August 2026 or the return of the postholder, whichever is sooner. 32.5 hours per week, 08.30-3.30, Term Time Only Monday to Friday</b>
<b>Responsible to:</b>	<b>Head of School</b>

### PURPOSE OF THE JOB

#### Purpose of Role:

At St Mary's C of E Primary Academy School responsibility for ensuring appropriate provision for pupils with Special Educational Needs lies with every teacher. Advice and support are provided by the SENCO. Teachers are responsible for ensuring that the curriculum is accessible to all pupils, and they are supported in this by the Teaching Assistants.

#### Main Duties:

1. Work in partnership with class teachers to enable pupils to access the curriculum
2. Promote a positive and inclusive learning environment in the classroom and encourage pupils to achieve their personal best
3. Promote and support the inclusion of all pupils, including those with specific needs across all learning experiences
4. Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs
5. Use positive behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage positive behaviour and interactions from all pupils
6. Work with individuals or small groups in the classroom or elsewhere as directed
7. Assist the SENCO in collecting tracking data and information for reviews
8. Maintain records as appropriate to better inform SENCO and Senior Leaders regarding support for all pupils
9. Liaise with parents/carers when necessary
10. Identify any concerns regarding pupils learning and communicate this with appropriate staff
11. Assist with the supervision of pupils out of lesson times e.g. visits/trips, clubs, extra-curricular activities, break and lunchtimes
12. Attend meetings, SENCO briefing and other relevant meetings and training as required
13. Liaise with relevant staff to support development of the curriculum and ensure achievement for all pupils.



14. Support vulnerable pupils with personal health and hygiene if required

### **Generic Duties:**

15. Be a positive role model to all pupils in their presentation and their personal/professional conduct
16. Be aware of and comply with policies and procedures relating to the school and child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
17. Be aware of and comply with the code of conduct, regulations and policies of the school
18. Be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the school complies with its requirements
19. Be aware of and support differences, ensuring all pupils have equal access to opportunities to learn and develop
20. Contribute to the overall ethos, aims and objectives of the school including the school's commitment to safeguarding and promoting the welfare of children and young people
21. Appreciate and support the role of other professionals
22. Be aware of the school's duty of care in relation to staff, pupils and visitors and to comply with the health and safety policy at all times
23. Establish and maintain positive, constructive and professional working relationships with staff, visitors, pupils, parents and other professionals of the school
24. Recognise own strengths and areas of expertise and use these to advise and support others
25. Participate in the School's Performance Appraisal process and seek to develop knowledge and skills through professional development opportunities
26. Carry out any other duties commensurate with the grade of the post, as directed by the Headteacher

To undertake any other reasonable duties as commensurate with the post as determined by the head teacher.

*Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.*

### **HEALTH & SAFETY**

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

### **SAFEGUARDING**

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

*In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.*

Signed .....

Date .....

## PERSON SPECIFICATION– TEACHING ASSISTANT

<b>Title of Post</b>		Teaching Assistant	
<b>Specification Prepared By</b>		Head of School	
<b>Date</b>		July 2025	
Qualifications and Experience		Essential/ Desirable (E/D)	How Identified
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Recognised relevant qualification or equivalent experience at NVQ Level III, GNVQ, A Level	D	
3.	Teaching Assistant, counselling, or mentoring qualification	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How Identified
1.	Recent relevant experience working with primary pupils	D	Application and Selection process
2.	Recent work in a school with pupils whose learning may have been impeded due to a range of circumstances	D	
Knowledge		Essential/ Desirable (E/D)	How Identified
1.	Willingness to develop knowledge of school/education and SEND provision	E	Application and Selection process
2.	Willingness to develop knowledge of how to identify existing potential barriers to learning and jointly engage in strategies to overcome these barriers	E	
3.	Understanding of principles of child development and learning processes	E	

Skills and Abilities		Essential/ Desirable (E/D)	How Identified
1.	To work effectively with, and command the confidence of the SENCO, teaching staff and senior leadership within the school	E	Application and Selection process
2.	To engage constructively with, and relate to, a wide range of primary aged pupils and families/carers with different social backgrounds	E	
3.	To identify potential barriers to learning and jointly engage in strategies to overcome these barriers	E	
4.	To see the TA role as a post designed to achieve the targets in learning plans	E	
5.	To work effectively in a pupil centred way to fulfil the duties on the job description.	E	
6.	To inspire, motivate and engage pupils, encouraging them to learn	E	
7.	To work in a positive and flexible way	E	
8.	Good ICT skills and the ability to use ICT effectively to support learning	E	
9.	First Aid	D	
Personal Attributes		Essential/ Desirable (E/D)	How Identified
1.	Ability and desire to learn new skills and to take part in further training	E	Application and Selection process
2.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
3.	Flexible attitude towards working hours e.g. start and finish times, to fit in with the needs of the school	E	
4.	Commitment to upholding the school's aims, procedures and policies	E	
5.	Commitment to continued professional development	E	

Equal Opportunities		Essential/ Desirable (E/D)	How Identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
Safeguarding		Essential/ Desirable (E/D)	How Identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
3.	Has appropriate motivation to work with children and young people and can relate to them	E	
4.	Displays commitment to the protection and safeguarding of children and young people	E	
5.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How Identified
1.	Legally entitled to work in the UK	E	ID and Enhanced DBS and criminal background check
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Health Declaration

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

## GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

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Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

### REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

### EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

### EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

### OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.



## INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



# St. Mary's C of E Primary Academy

COLLABORATIVE LEARNING TRUST



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