



Welcome to our Trust

Teaching Assistant Recruitment Pack



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Welcome to Anglian Learning



Thank you for your interest in the position of Teaching Assistant at The Icknield Primary School and Pippins Preschool.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Mrs Sarah Jelliman, Office Manager office@ickneildprimary.org or 01223 508750.

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 11,000 pupils and employing over 1,650 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About The Ickniel Primary School and Pippins Preschool



The Ickniel Primary School is a small, one-form intake primary school on the north eastern edge of the busy village of Sawston.

We are a busy, friendly school where our pupils are at the core of everything we do. We have an experienced and dynamic team of teachers who strive to give our pupils an excellent start in learning, across the curriculum and beyond.

We value each child's unique contribution to our school community; every child is special and brings their own personality, skills and talents to our school which we celebrate and build upon.

There is a strong community aspect to our school with a committed governing body and enthusiastic and imaginative 'Friends of Ickniel Primary School'.

We are a caring and inclusive community and we live and work by the Ickniel values of being:

- Ambitious
- Caring
- Creative
- Honest
- Inclusive
- Resilient
- Unique

These values underpin all that we do and are our guiding principles.

Our experienced team of teachers work with the children at the heart of everything they do. We work collaboratively, supporting each other both in and out of the classroom. Our children are happy and engage in learning each day. We strive to ensure the children receive a balanced curriculum and make progress in all areas, preparing them for the next stage of their educational journey.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Mrs Sarah Jelliman, Office Manager, office@icknielprimary.org 01223 508750

Benefits

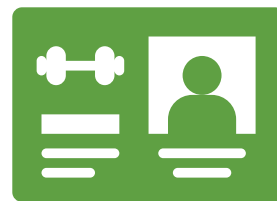
Other benefits and support available to all Trust employees include:



Career Average
Revalued Earnings
Pension Scheme
(CARE)



Cycle to Work Salary
Sacrifice Scheme



Free membership to all
Anglian Learning Sports
Centres



20% discount on
Anglian Learning Adult
Education Courses



Professional Development
Scheme Policy



Employee Assistance
Programme offering a
range of services to
staff and their families



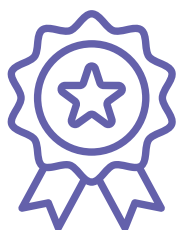
Specsavers VDU Vouchers



Boots Flu Vouchers



20 % Discount on
certain mobile phone
contracts with EE



Access to a wide range of
discounts on high street and
online shopping via 'Teacher
Discounts' and the 'Blue
Light' card



Role Summary

The Icknield Primary School is a one form entry primary academy which forms part of the Anglian Learning Multi-Academy Trust. We are at the heart of a vibrant community in South Cambridgeshire and currently have 220 children within school and preschool. Children enjoy coming to our school where staff care about them, promote positive behaviour and inspire learning.

We are seeking to appoint an enthusiastic, caring and committed Teaching Assistant to join our friendly and supportive team at The Icknield Primary School who:

- Enjoys working with children and supporting their learning, development and wellbeing
- Has experience of working with children or young people in a school or similar educational setting
- Can provide effective support to individual pupils and small groups, including those with additional learning needs
- Can build positive relationships with pupils, colleagues and parents/carers
- Is positive, resilient and able to work effectively as part of a team
- Is committed to promoting independence, inclusion and positive behaviour
- Is committed to safeguarding and promoting the welfare of children

We can offer:

- A dedicated and supportive team
- Enthusiastic and motivated children
- An attractive environment for learning
- Opportunities for training and professional development
- The chance to make a real difference to pupils' learning and development
- A happy, friendly school.

If you would like to arrange a visit to our school please contact Mrs Sarah Jelliman, Office Manager via email at office@icknieldprimary.org or telephone at 01223 508750.

Job Description

Teaching Assistant

The Icknield Primary School and Pippins Preschool



SALARY:	Cambridgeshire Scale 3, point 5-6, £25,583 to £25,989 FTE. <i>This post is advertised at the pre-2026/27 pay award salary rate. The successful candidate's salary will be adjusted in line with the agreed 2026/27 pay award once implemented.</i>
HOURS:	Full-time, 32.5 hours per week, 39 weeks per year (term-time plus five training/INSET days). The working pattern is Monday to Friday, 08:30–15:30, with a 30-minute unpaid lunch break each day.
PENSION:	LGPS Pension Scheme
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at The Icknield Primary School and Pippins Preschool but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Deputy Headteacher and SENDCo

MAIN RESPONSIBILITIES

Duties and Responsibilities

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach, as agreed.
- Support children with significant development needs, e.g. cognitive ability, SEMH, learning skills, etc., as directed.
- Read and understand lesson plans shared prior to lessons, if available, and prepare the classroom for lessons.
- Support teaching by maintaining records, tracking pupil progress, assisting in planning and assessment, organising resources, preparing materials, and helping manage behaviour.
- Engage in ongoing professional development by reflecting on practice, liaising with school leaders, building relevant skills, and participating in appraisal procedures.

Support for Children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- Take responsibility for delivering learning activities with small groups who would benefit from a different learning approach, as agreed.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Provide learning support to children with significant care needs, including intimate care needs, or where English is not their first language.
- Support children with significant development needs, e.g. cognitive ability, SEMH, learning skills, etc., as directed.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

Support for Curriculum

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress, as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.

Support for the Teacher

- Assist in maintaining class records and contribute to reports on pupil progress and development, as directed.
- Monitor and track progress and provide feedback to assist in developing support plans for children with special needs.
- Contribute to the planning, assessment and evaluation of learning programmes for individual pupils and groups.
- Organise the learning environment and develop classroom resources as required.
- Undertake support activities for the teacher as required, e.g. photocopying, preparation of materials and mounting displays.
- Contribute to the management of pupil behaviour, including anticipating and taking action to prevent potential problems arising.

Support for the School

- Develop and maintain effective working relationships with colleagues in the school, the Anglian Trust and other relevant professionals within and beyond the school.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Participate in and support the professional development of other staff.

Professional Development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Health & Safety

- All employees have general health and safety responsibilities under both criminal and civil law.
- Staff must be aware that they are obliged to take care of their own health and safety whilst at work, along with that of others who may be affected by their actions (Section 7 of the Health and Safety at Work Act 1974).

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Other Duties

- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. This includes, but is not limited to, undertaking annual safeguarding training and reporting any concerns to the appropriate person(s).
- Maintain a safe and healthy environment for parents, visitors and staff.
- Maintain their own professional development and actively participate in the Trust's appraisal process.
- Support the professional development of colleagues within the Trust.
- Undertake any other duties requested by their line manager or senior leadership that are commensurate with the post.
- Visit schools within the Trust as and when required to fulfil the duties of the post.



Qualifications and Training

Essential:

- GCSE Grade 4/C or equivalent in English and maths.

Desirable:

- First-aid training, or willingness to complete it

Experience, Skills and Knowledge

Essential:

- Experience working with children/ young people
- Working in a school environment or other educational setting

Desirable:

- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Good ITC skills, particularly using ICT to support learning

Personal Qualities

Essential:

- Enjoyment of working with children.
 - Sensitivity and understanding, to help build good relationships with pupils
 - A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
 - Commitment to maintaining confidentiality at all times
 - Commitment to safeguarding pupil's wellbeing and equality
 - Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people.

How to apply

Dates

CLOSING DATE:	Sunday, 1 st November 2026 at midnight
INTERVIEW DATES:	Monday, 9 th November 2026
START DATE:	To be confirmed, subject to satisfactory pre-employment checks.

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Teaching Assistant and meet the person specification we invite you to apply for this exciting opportunity via www.anglianlearning.org.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's People Services Team via peopleservices@anglianlearning.org



We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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