



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 Shade Primary School part of Anglian Learning.

We are an ambitious, outward looking school trust consisting of seven secondary schools and eleven primary schools, the latest to join our community being Stour Valley Community School and Clare Community Primary School in March 2025. While each of our academies retains very clearly their own identity and ethos, we are collectively passionate in our belief that all young people deserve to have access to an outstanding education, and which crucially enables them to thrive in the local, national, and global communities in which they live.

Anglian Learning 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 providing a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact the school office on 01353 88688

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 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space 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
9,000
pupils**

**Employing over
1,300
members of staff**

**3
counties**

**18
academies**

About The Shade Primary School

The Shade Primary School is a school which has all the right ingredients to succeed and to provide the very best for all its pupils. The current staff and the community are committed and keen to continue to put in place the changes that need to be made for this to happen. The school is joining Anglian Learning on the 1st January April 2026 and the journey towards this vision, is well underway.

Respectful| Responsible| Resilient | Reflective| Ready to learn

We believe all children should be taught kindness, respect, empathy, compassion and resilience.

We nurture children within our school family to ensure they are happy, emotionally aware and ready to learn through a safe and secure environment.

We are an inclusive and diverse community. Children embrace their identity with opportunity to shine through a strong sense of belonging. We work together, take pride in our roots and celebrate our successes. We nurture children's curiosity and aspirations, ensuring children master the knowledge and skills needed to become lifelong learners. We do this with pride, love and passion.

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 myriad 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 the school office on 01353 88688

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



Specsavers VDU Vouchers

Boots Flu Vouchers

Perkbox – a benefit, reward and
recognition platform offering a
wide range of discounts on high
street and online shopping

Role Summary

The Shade Primary School is looking to appoint a highly motivated and experienced Teaching Assistant.

We aim for all children to master knowledge and skills that bring a love of learning, achievement, confidence and independence. Our children are cared for and nurtured by skilled staff that engage effectively with them through high quality interaction, offering strong role-models to the children.

Children learn best when they feel happy, safe and secure. We believe they should be taught kindness, respect, resilience, honesty and emotional intelligence. We encourage curiosity and growth mindset is at the heart of our approach to learning.

Some children find learning a challenge and may have specific needs whilst others are ready for a challenge and for their learning to be deepened.

This role will involve supporting, scaffolding and extending learning with support and advice from the class teacher and SENCo.

If you have a desire to make a difference by supporting learning and are a good team player, then this post could be right for you. For an informal conversation or a visit to the school, please contact the school office on 01353 886880

| | |
|--------------------------|---|
| SALARY: | Scale 2 point 3-4 (£24,796 – £25,185) pro rata for part time contract |
| HOURS: | Part Time 24.15 hours per week, Monday to Friday, Term time plus 38 weeks plus 2 days Fixed term contract end date to be confirmed |
| PENSION: | LGPS Cambs |
| DISCLOSURE LEVEL: | Enhanced DBS |
| LOCATION: | The post holder will be based at The Shade Primary School. |
| RESPONSIBLE TO: | Office Manager |

MAIN RESPONSIBILITIES

Job Purpose:

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

Main duties and responsibilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share

Support for the children

- In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children or small groups of children
- Take responsibility for delivering learning activities with individuals and/or 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, when required
- Support the child in working towards agreed targets on their EHCP and Individual Education Plan
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities

Support for the curriculum

- Support the National Curriculum, including literacy and numeracy activities
- Use ICT to support learning as appropriate
- Provide targeted support to enhance learning and improve attainment

Support for the teacher

- Following guidance from the class teacher and other professionals, assist in maintaining the EHCP / IEP and relevant class records, contributing to reports on pupil progress and development as directed
- Monitor and track progress and provide regular feedback to the class teacher and SENCo, to assist in developing individual plans for children with special educational needs
- Contribute to the planning and evaluation of work 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, 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 other staff and parents or carers
- Contribute to the maintenance of a safe and healthy environment
- Attend and actively participate in staff meetings if appropriate
- Participate in and support the professional development of other teaching assistants if appropriate
- Assist in facilitating school events, e.g. school plays General
- Other duties and responsibilities express and implied which arise from the nature and character of the role and commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post The job description will be reviewed after one term and then annually

Qualifications and Training

Essential:

- Educated to GCSE (or equivalent) level with English and Maths at Grades 9-4 (A*-C) OR, able to demonstrate the ability to work at this level
- Recognised Level 2 TA or childcare qualification

Desirable:

- Have undertaken appropriate first aid training • Evidence of continued professional development

Experience

Essential:

- Previous experience of working in a school as a Teaching Assistant

Desirable:

- Previous experience of working as a Teaching Assistant within Upper Key Stage 2
- Experience of working on a one to one level within SEN
- Experience of supporting pupils with challenging behaviour or with particular needs such as Autism
- Experience of dealing with parents or carers
- Experience of supporting children with social, emotional and mental health wellbeing
- Show an understanding of children's social, emotional and mental health wellbeing
- Experience of delivering speech and language support

Skills and Knowledge

Essential:

- Ability to maintain confidentiality at all times
- Ability to act on own initiative • Ability to act as a positive role model and to inspire pupils as individuals
- Confident in using ICT to support children and for admin
- Knowledge of procedures related to the safeguarding of children's welfare
- Knowledge of strategies for supporting numeracy and literacy
- Able to work effectively as part of a team, understand classroom roles and responsibilities and follow and interpret instructions and guidance
- Able to relate to and communicate well with children, school staff and parents, motivate pupils to learn, clarify and explain instructions to pupils and respond sensitively and flexibly to competing demands
- Able to deliver educational work programmes and evaluate and implement strategies to enhance learning
- Able to take responsibility, with minimum supervision, for delivering planned activities over an extended period to groups of children including those with special educational needs
- Able to prepare/display relevant resources/materials for teaching and learning activities
- Ability to converse at ease and provide advice and information in accurate spoken English

Desirable:

- Ability to communicate orally and in writing to a range of audiences
- Ability to adapt activities to support pupil engagement
- Ability to speak an additional language

Other

Essential:

- Willingness to be flexible • Willingness to undertake further training/development opportunities • Evidence of relevant professional development • A commitment to developing the professional skills of yourself and others

You must meet the essential criteria in order to be shortlisted for this post and it would be advantageous if you meet the desirable criteria

How to apply

Dates

CLOSING DATE:

5th January 2026 (We reserve the right to close the advert earlier)

INTERVIEW DATES:

7th January 2026

START DATE:

As soon as possible, subject to safeguarding 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 [our vacancy page](#).

To find out even more, For an informal conversation or a visit to the school, please contact the school office on 01353 886880

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 does not entail work that would be considered regulated activity. 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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