



# TYNDALE PRIMARY SCHOOL



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

**RECRUITMENT PACK**



Tyndale Primary School  
Tyndale Avenue  
Yate  
Bristol  
BS37 5EX

Telephone: 01454 867 180

Email: [admin@tyndaleprimary.co.uk](mailto:admin@tyndaleprimary.co.uk)

May 2025

Dear candidate

Thank you for your interest in the role of Teaching Assistant at Tyndale Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Tyndale Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Clare Blyth: [cblyth@tyndaleprimary.co.uk](mailto:cblyth@tyndaleprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

**Luke Crouch**  
Headteacher



# WHY SHOULD YOU *Choose* US?



**Think**  
different.



## ABOUT OUR SCHOOL

At Tyndale Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Tyndale Primary School a better chance of success than if they attended any other school in the country.

Our vision is to provide all children with an exceptional education in a warm, welcoming environment that inspires them to lead change and enables them to become curious, lifelong learners.

We have seven Character Habits that run through everything that we do and our aim is to ensure all children acquire the seven Character Habits by the end of Year Six. Our Character Habits are Ready, Respectful, Safe, Ambitious, Resilient, Collaborative, and Independent.

We have clear boundaries, systems and routines because all children and staff deserve to feel safe and be able to learn and play in a safe, calm environment. We value the acquisition of powerful knowledge as a goal in itself, and as an entitlement for all children being proud of our aspirational curriculum.

Alongside our ambitious curriculum, children are enriched by a broad range of sport, art and creative opportunities. Our teachers have strong subject knowledge and make use of evidence-based research to ensure that they pass on their knowledge to children in the most direct and effective ways, ensuring that it is learnt, remembered, and supports every child to achieve their potential.

We believe teaching is a craft that requires practice and coaching to achieve mastery. We have developed The Tyndale Playbook which includes teaching and learning techniques, which we believe are a must-have for new and experienced teachers alike. Our Playbook provides our staff with a set of techniques, a shared vocabulary, and a framework for practice that not only equip them to achieve dramatic results with their children, but turn them into classroom champions.

At Tyndale we focus on nurturing the individual needs of every child and family; we want everyone in the Tyndale Family to feel supported through a strong sense of belonging.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary calculated in line with NJC Grade 10 pay scale, points 7-11 (25,584-27,269 FTE).

Actual salary £19,918-£21,229 per annum.

(For the right candidate, there is the possibility of a 0.5 HLTA position to make a split TA/HLTA role)

## HOURS OF WORK

32.5 per week. Term time only plus all INSET days.

## PLACE OF WORK

Tyndale Primary School, Sundridge Park, Yate, BS37 4DX.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme.

Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Teaching Assistant
<b>Responsible to:</b>	Luke Crouch (Headteacher)

## ROLE OVERVIEW

Tyndale Primary School is looking for a team player with a great work ethic to be able to undertake a range of directed activities to support the educational and developmental needs of pupils. They will be able to assist teachers in the organisation and maintenance of classroom resources and to contribute to the supervision and welfare of pupils throughout the school.

The post holder will be able to work flexibly throughout all key stages of the school. This post would suit an enthusiastic, self motivated individual with a positive , 'can-do' attitude.

The school is looking for someone who will quickly form positive relationships with children and the Tyndale team to support them and continue to develop the inspiring provision that has been established.

## MAIN DUTIES AND RESPONSIBILITIES

- The particular duties of the Teaching Assistant will be determined by the Head Teacher/Deputy and /or SENDCo and will be arranged to meet the needs of the School and pupil(s) being supported. This may include working with pupils with a statement of special educational needs.
- Activities may be undertaken within the classroom or in an alternative location.
- To supervise and support pupils undertaking designated activities in a group or on an individual basis and to assist their learning and development by:
  - o Clarifying and explaining instructions.
  - o Reinforcing relevant aspects of the planned teaching programme, particularly literacy and numeracy.
  - o Being sensitive to the requirements of pupils with special needs, using initiative to be resourceful when meeting a range of SEN needs and encouraging participation and independence.
  - o Assisting pupils with the appropriate use of materials and resources, including ICT applications.
  - o Planning for/running and assessing intervention programmes
- To support designated pupils with special needs through the delivery of appropriate aspects of the Individual Support Plan (ISP) as directed by the relevant practitioner and to contribute to reviews, if required.
- To assist with the monitoring of pupils' progress and the identification and preparation of appropriate materials and resources for teaching or display purposes.
- To attend to pupils' personal needs, including social and health training, hygiene and basic first aid. (This may include the administration of medicines by agreement and subject to any appropriate training being given).
- To provide daily supervision and support play during lunchtimes.

- Contribute to “The Best Chance of Success” ethos of the school.
- Willingness to undergo relevant training, as available.

Behaviour and safety

- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
- Ensuring children remain safe and accounted for at all times. To respond to minor health problems and to provide general first aid.
- To promote and reinforce the Trust and School policies, practices and procedures, including an awareness of child protection, and health and safety responsibilities
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence for all children.

### **Team working and collaboration**

- Participate in any relevant meetings and professional development opportunities at the school, which relate to the children or organisation of the school.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Cover for absent colleagues as needed.

### **Other**

- To have professional regard for the ethos, policies and practices of the school in which you carry out your role, and maintain high standards in your own attendance and punctuality.
- To uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- Make a positive contribution to the wider life and ethos of the school. Perform any reasonable duties as requested by the Headteacher.

## **SAFEGUARDING**

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.



# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
At least five GCSE's or equivalent, which must include at least a C/4 Grade in Maths and English.	•	
Minimum Level 3 vocational training/qualification in the care, development and education of children.	•	
A First Aid / Paediatric First Aid certificate, or willingness to train as a first aider is desirable.		•
Be willing to undergo training, as required in order to develop further in the role of Teaching Assistant.	•	
<b>Skills and experience</b>		
Previous experience of working with children in an educational setting.	•	
Successful experience of working within an Early Years/Primary Setting		•
Experience of using Information Technology to support students in the classroom.	•	
Experience of supporting SEN students in a mainstream classroom environment.	•	
Knowledge of strategies to recognise and reward efforts and achievements along with the ability to encourage students to become self-reliant and independent learners.	•	
Knowledge and Understanding of SEN.	•	
Excellent communication with children and parent/carers	•	
Good behaviour management skills.	•	
Be dependable, able to follow instructions and respond to management directions.	•	
<b>Personal attributes</b>		
A passion and desire to drive things forward.Flexibility to undertake any role within the department.	•	
The confidence to take risks and do things differently		•
Commitment to working within the School's Safeguarding Policy and Procedures.	•	
Commitment to high standards and expectations.	•	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Sunday 1st June 2025**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on **Monday 9th June 2025**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on **01 September 2025**.



**GREENSHAW  
LEARNING TRUST**



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[www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk)



## FURTHER INFORMATION

Thank you for your interest in working at Yate Academy as part of Greenshaw Learning Trust.

Should you need any further information, please contact

NAME AND EMAIL ADDRESS



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BS37 5EX



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