

RECRUITMENT PACK



TEACHING ASSISTANT



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Academy Trust
*Building children's
futures together*

Our School



Dear Applicant,

Thank you very much for your interest in the post of Teaching Assistant here at Whytemead School.

We are looking for a positive and enthusiastic person to join our fantastic staff team. We all work hard so that our children can achieve their best. Whatever the role of the member of staff, we all have a responsibility to make sure our school is a great place to be for both children and staff. Our values are contained in our school motto, which is:

'Through curiosity, collaboration and determination we are Growing Minds' and all our staff and children are expected to carry this out on a daily basis

It is important to us to create an enjoyable and welcoming environment in which children can learn and develop. You would be expected to help us achieve this aim – we all recognise the importance of a smile!

If you would like to come and visit the school before applying for the role, we would very much encourage this. We want our school to be the right place for you as well as you being the right person for us. To book a visit, contact our Office Manager, Miss Charley George, at cgeorge@whytemead.school or call 01903 202639.

We think our school is a great place to be, but do come and see for yourself.

We look forward to hearing from you.

Yours faithfully,

Richard Waddington
Headteacher



**Dominion Road, Worthing
West Sussex, BN14 8LH
Tel: (01903) 202639
www.whytemead.w-sussex.sch.uk**

About Our School

Whytemead is a small and friendly school located in East Worthing. We are a single form entry primary school, having previously been a one and a half form entry school and before that an infant school.



We are set up to be a very nurturing school where children can flourish and achieve their best. All of the staff get to know the children well and we encourage our parents to become involved in the life of the school. We are able to alter our curriculum for the needs of individuals and ensure that children are encouraged to be independent as they make progress through their primary education.

We focus on developing the basic skills of the children and make sure that through all their subjects they are developing skills that they will require in future life. We have a large focus on teaching local knowledge within our curriculum so that the children grow up knowing about their immediate environment. We also try to bring our curriculum to life by organising local visits as well as having visitors come and work with the children.

We have two pet Pygmy Goats that the older children love to look after through the day and families sign up to care for them at weekends and holidays.

The Year 6 children are able to attend a residential trip where they aim to really challenge themselves.

Although our site is not large, we are also able to use the facilities at Downsbrook School, which is directly opposite us as they too are part of The Schoolsworks Academy Trust.



If you would like to find out more about the school, please have a look at our school website or contact the school directly.

The Trust Safeguarding information can be found [here](#).

Teaching Assistant Advert

Ref:	500112
Required:	October 2026 or as soon as practicable
Contract:	Fixed term until July 2027
Hours:	30 hours per week over 5 days, term time only (38 weeks plus 5.8 weeks annual leave entitlement)
Salary:	NJC Grade 3, SCP 3 4, £25,614 p.a. pro rata. Actual starting salary - £17,493.13 p.a.

Whytemead Primary School is a 1-form entry Primary School with a fantastic, friendly and supportive staff team. We have high expectations and a school-wide commitment to improve children's learning, with enjoyment being key to all we do.

We are looking for a positive, caring and well-motivated Learning Support Assistant to work within this friendly and supportive school. The role requires flexibility in your approach and understanding of the children and requires you to work closely with the class teacher to support the children.

You will be working with children with special educational needs, on a 1 to 1 basis, and sometimes in small groups.

The role is challenging and rewarding, seeing the children you support flourish to their full potential. You will also be expected to undertake Midday Meals duties each day.

This is a good opportunity to develop professionally in a forward looking learning environment and offers the chance to become part of a successful and developing team.

Applicants should clearly state on the application form their current expertise and previous experience making reference to the Job Description and Personal Specification within this pack. Any previous medical or caring experience or training will be highly valuable for applicants. The application form can be downloaded from this advert along with a guide on how best complete it. Applications should be sent to **recruitment@schoolsworks.org**

Visits to the school are warmly welcomed. Please contact Charley George, Office Manager on 01903 202639 to arrange a suitable time. We recommend that candidates visit our school website **<https://www.whytemead.school>** to find out more about our school.

The Schoolsworks Academy Trust and Whytemead Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to successful DBS, health and qualifications checks and satisfactory references.

Whytemead Primary School is part of the Schoolsworks Academy Trust and the trust is fully committed to supporting the career development of all its' staff.

Closing Date: Thursday 15th October

Interview Date: Tuesday 20th October

Teaching Assistant Job Description

Scale: Grade 3, SCP 3-4

Responsible to: Class Teacher, Headteacher

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed in line with an annual job profile.

Job Purpose

To work under the direct instruction of teaching staff, usually in the classroom with a teacher, to support access to learning for children including those with additional and/or special educational needs and provide general support to the teacher in the management of children and the classroom.

Areas of Responsibility and Key Tasks

a) Support for Children

- Attend to the children's personal needs, and implement any related personal programmes, including social, health, physical, hygiene, good eating habits and welfare matters
- Supervise and support children ensuring their safety and access to learning
- Establish good relationships with children, encourage good behaviour, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all children encouraging pupils to act towards each other in an appropriate and acceptable manner.
- Encourage children to interact with others and engage in activities led by the teacher
- Encourage children to act independently as appropriate
- Provide first aid (at an appropriate level for the first aid certification held), pastoral care and assistance for children who are upset, ill, injured or require hygiene related care in order to minimise distress.

b) Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of children work
- Be aware of individual children and their individual needs, progress and achievements and report to the teacher as agreed
- Assist with the planning of learning activities
- Undertake record keeping as requested
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Gather and report information from and to parents/carers as directed
- Provide some clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

c) Support for the Curriculum

- Support children to understand instructions
- Support children in respect of local and national learning strategies e.g. literacy, numeracy, early years, as directed by the teacher
- Support children in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist children in their use

Job Description cont.

d) Support for the School

- Maintain a professional approach at all times and be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work, aims and developments of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of children out of lesson times, including before and after school and at breaktimes
- Accompany teaching staff and children on visits, trips and out of school activities as required

Other Information:

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with this post and, in addition, as a term of this employment the post holder may be required to undertake various other duties as may reasonably be required without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post

The post holder must carry out their duties in accordance with current UK and European law and Schoolsworks Academy Trust's/the school's policies, procedures, requirements and standards

Person Specification

Experience & Qualifications	Essential	Desirable
Previous experience as a Teaching Assistant		√
Previous experience as a Teaching Assistant in SEN environment		√
NVQ 3 Teaching Assistant or Higher Qualification		√
English and Mathematics GCSE Grades 4 - 9 or equivalent Grade C or above	√	
Experience of working in educational setting		√
HLTA or other educational qualification		√
First Aid qualification and / or experience		√
Skills		
Good literacy and numeracy skills	√	
Good oral communication skills	√	
Good ICT skills		√
Knowledge & understanding of safeguarding requirements in schools	√	
Attributes		
Have a passion and desire to want the best for all children, as well as a belief that all children can succeed.	√	
Be an inspirational, positive, enthusiastic, professional and supportive colleague.	√	
Be proactive and have a desire to improve their own practice, whilst being open to advice, feedback and guidance from colleagues.	√	
Demonstrate excellent emotional intelligence and be able to establish excellent professional relationships with children, staff and parents.	√	
Patient, calm and friendly manner.	√	
Good organisational skills, be able to work efficiently and to meet deadlines.	√	
Respect for confidentiality	√	

Employee Benefits

Continuous Professional Development and Secondments: We are committed to providing the highest quality professional development to all our employees. This includes a variety of CPD opportunities from ECT induction sessions and continuous support during the 2 year ECT programme to leadership development sessions and opportunities for further study i.e. NPQSL, HLTA or similar courses. We also aim to provide opportunities for collaboration and networking to learn from each other and embed outstanding practice in their own schools as well as secondment opportunities across all our schools.

Flexible Working: We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. Schoolsworks recognises that there are sometimes occasions when employees may be able to work flexibly without compromising the needs of the organisation. In these circumstances this can help Schoolsworks to deliver high quality education and enable employees to achieve a healthy work-life balance.

Mental Health First Aiders: Our mental health first aiders are here to support all our employees, connecting with colleagues who understand and promote well-being within our organisation.

Employee Assistance Programme: Access confidential counselling and support services through our free Employee Assistance Programme which supports employees and their families with a number of different, challenging situations they may be experiencing at any time. The Wisdom wellbeing app, available to all employees, is designed to support mental and emotional health.

Long service recognition: We are proud to celebrate our staff members reaching service milestones such as 10 and 20 years and to show our appreciation we endeavour to award service certificates, gifts / gift cards and wellbeing days off, which vary according to length of service.

Pension Scheme: Our pension schemes ensure that you can plan for a secure financial future. All employees are automatically enrolled on either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS) pension scheme.

AVC's Salary Sacrifice: Additional Voluntary Contributions (AVCs) provide an opportunity for employees who are members of the LGPS to pay additional contributions in order to increase their pension benefits at retirement. AVCs are an efficient way to save for retirement because they attract full tax relief.

Vivup: Enjoy exclusive discounts and offers. Employees can access a wide variety of lifestyle benefits, e-vouchers and reloadable cards including discounts on travel bookings, high street vouchers, gift cards, restaurants, cinema tickets, days out, leisure activities and day to day spending. We've also secured local offers such as discounted gym memberships.

Our **Staff Information Guide** and our **HR Policies** can be viewed online at www.schoolsworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLSWORKS.ORG

Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently working with eleven schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Hawthorns Primary School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Summerlea Primary School
- Westbourne Primary School
- Whytemead Primary School

We educate over 4000 pupils and employ over 550 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, IT, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: www.schoolsworks.org





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