


## Recruitment Pack

# Morgan's Vale and Woodfalls CE Primary School

Teaching Assistant





May 2025

Dear Applicant

Thank you for your interest in the position of Teaching Assistant.

Morgan's Vale & Woodfalls Primary School is a small Church of England school serving the villages of Redlynch, Lover, Woodfalls and Morgan's Vale.

We are extremely proud of our fantastic school which has an excellent academic record. Our Christian values underpin everything we do and we believe that school life should be some of the happiest times for our children.

We are looking for a committed and dedicated Teaching Assistant who will share our unwavering commitment to ensuring that every child at our school achieves as highly as possible, both academically and socially.

The successful postholder will support the teaching staff by undertaking intervention work with small groups of children, assisting with lesson preparations, running classroom activities and supporting children through their educational journey.

The post is for 30 hours per week, term time only, Monday to Friday.

Visits to the school are welcome. Please contact the school office on 01725 510740 if you would like to arrange a tour or would like to speak to me about the role.

Interviews will be held on Wednesday, 18 June 2025.

I look forward to receiving your application.

Yours sincerely

Polly Bailey  
Headteacher

# Salary

Grade E

£25,384 to £25,992 pro rata

Hours: 30 hours per week, term time only

Contract: Permanent

# Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes
- Cycle to work scheme
- Blue Light scheme
- Wiltshire Rewards
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)
- Development opportunities within the MAT



# Job Description

**Grade: E**

**Job Title: Main Teaching Assistant**

## **Main Job Purpose:**

To support pupils learning and/or assist in the support and inclusion of children with special educational needs within a mainstream school.

## **Main Duties:**

Supporting pupils' learning, either in groups or through 1:1 work.

The exact tasks will depend on the learning support needs of the pupil/s but may include:

- supporting the development of skills in literacy, numeracy, communication and social and behavioural needs
- differentiating work for individual pupils to suit their ability
- using knowledge of pupils learning support needs to suggest appropriate adjustments to lesson plans to Teachers
- clarifying and explaining instructions
- ensuring pupils are able to use equipment and materials provided
- motivating and supporting pupils
- helping pupils to concentrate on and finish work set
- meeting physical needs as required while promoting independence
- liaising with class teacher and Special Educational Needs Co-ordinator about Individual Education Plans
- developing appropriate resources to support pupils

Supporting pupils' self esteem, inclusion and behavioural development, e.g.

- encouraging an acceptance and inclusion of pupils with special needs
- developing methods of promoting/reinforcing the pupils' self-esteem and independence
- providing individual supervision in and out of the classroom for pupils with behavioural problems
- establishing a supportive relationship with pupils
- reinforcing the school ethos, e.g. expectations of behaviour within class and elsewhere on the school site
- supervising pupils on outings, school activities

Provide physical/personal care to pupils where required, for example:

- helping with dressing/toileting
- undertaking physiotherapy and speech therapy exercises following instruction and advice from a qualified therapist

Supporting the Teacher/s for example:

- Using knowledge and experience of the pupils concerned, to contribute, with the class teacher (and other professionals as appropriate), in the development and evaluation of a suitable programme of support for children who need learning support
- Contribute to the development of Individual Education Plans and reviews of pupil progress
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record
- Providing regular feedback about pupils to the Teacher/s

Supporting the curriculum

- Support the delivery of the Literacy and Mathematics strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

Supporting the school for example:

- where appropriate, fostering and develop links between a pupil's home and school
- assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids, e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc
- helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- administering minor First Aid under the guidance of a qualified person

## **Supervision and Management**

The job holder has no regular supervisory responsibility for staff but assists in work familiarisation of peers and new recruits.

## **Creativity and Innovation (i.e. Problem Solving)**

The job holder works within school procedures, policies and approved methods but sometimes has to interpret these to deal with a problem e.g. if the pupil supported cannot cope with the a task the rest of the class are doing, the jobholder may implement a similar task which will give a degree of success for the pupil.

## **Key Contacts and Relationships**

The jobholder has extensive contact with pupils, which involves mentoring, motivating and imparting skills and/or knowledge. Information is exchanged with Teachers and other school staff, school management, parents/carers and at times representatives of other Agencies e.g. Health, Social Care.

## **Decision Making**

The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

## **Resources**

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

## **Working Environment**

The jobholder is mainly based in a classroom setting and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may occasionally be the need to deal with body fluids when giving personal care to pupils.

## **Knowledge and Skills**

The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques. The jobholder needs a good standard of practical knowledge of learning support needs and ways of meeting these, and good skills in dealing with pupils. New entrants to the role will be competent to NVQ Level 2 standard in Learning Support, and will be required to develop their skills further for full competent performance of the job.

# Recruitment Equity

## Safer Recruitment

Morgan's Vale and Woodfalls Primary School is committed to the safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

## Diversity

Morgan's Vale and Woodfalls Primary School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

## Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

## Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Interview

Those shortlisted will be invited to attend an interview process which may include tasks or role specific activities. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

## References

References from current employers will be requested for shortlisted candidates prior to interview and, where necessary, employers may be contacted to gather further information.

## Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

