



# With a little help from my friends

Teaching Assistant Application Pack  
Temporary contract (with view to permanent)  
28 hours per week: equivalent to 4 days



## Teaching Assistant Application Pack

**Position: Teaching Assistant**

**Contract: Temporary (1 year - with a view to being made permanent)**

**Salary: Grade 5; £13.26 per hour / annual salary £16,276**

**Hours: 28 hours per week (equivalent to 4 days); 38 weeks per year**

**DBS check: Enhanced**

**Closing date: 12:00pm Monday 14th July 2025**

**Interview: Thursday 10th July 2025**

The governors of Chelford CE Primary School are seeking to appoint an enthusiastic and caring Teaching Assistant to join our team and play an integral role in the next phase of the School's development. The successful candidate will be responsible for supporting the needs of pupils who require additional support to access their learning and fulfil their potential. This may include children whose needs are outlined on a behaviour plan, SEN support plan or Education Health Care plan.

We are looking for an enthusiastic practitioner who possesses a positive, 'can do' attitude, flexibility and a desire to make a difference to our pupils' lives. In addition, the successful candidate will have relevant and recent experience working in a primary classroom setting, high expectations and a commitment to ensuring that pupils with additional needs are able to prosper and succeed, both personally and academically.

We are looking for a team player; someone who is willing to work alongside others and under the guidance of class teachers and the Headteacher. Excellent inter-personal skills and the ability to communicate in a positive, encouraging manner are essential qualities. Given the demands of the role, experience supporting children who may be neurodivergent or require support managing behaviour would be desirable. Applications from candidates with experience as class teachers, looking for a change of role whilst supporting children would be especially welcome.

The role is for 28 hours per week; working schedule is to be negotiated as part of the interview process, to allow flexibility for the most appropriate candidate.

**Chelford CE Primary School is committed to promoting the wellbeing and safety of all pupils and staff and is wholly committed to safeguarding all members of the School community. Any appointment would be subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.**

Applications should be forwarded to Andy Brady (Headteacher) at [head@chelford.cheshire.sch.uk](mailto:head@chelford.cheshire.sch.uk) and include a completed Cheshire East application form and covering letter to outline your suitability for the role. To download the application form and job information pack visit the School website: <https://www.chelford.cheshire.sch.uk/Teaching-Assistant/>

### Job Specification:

Duties relating to this position include:

- Supporting pupils in class and in a 1:1 context, delivering provision as identified in behaviour, SEN support and EHC plans
- Supervising and lead 'brain break' activities
- Supervision of 1:1 SEN child when eating lunch (30 mins)
- Leading learning intervention programmes and provide feedback to teaching staff
- Communicating effectively with key stakeholders such as parents / members of staff
- Providing playtime supervision on a rota basis
- Supervising pupils in PE to ensure their safety at all times
- Producing learning materials and resources to support pupils' learning as required
- Supporting the implementation of intimate care plans for pupils

### Experience and skills:

Essential:

- Recent experience working (paid or voluntary) in primary school settings
- Experience as a Teaching Assistant in previous / existing employment or as part of qualification / training
- Competent IT skills
- Competent skills in English and mathematics (able to support learning of KS1 and KS2 National Curriculum content)
- Relevant Level 3 qualification (Teaching assistant diploma; Level 3 Award in Supporting Teaching and Learning in Schools; Level 3 Certificate in Supporting Teaching and Learning in Schools; Level 3 Diploma in Specialist Support for Teaching and Learning in Schools) or above.

Desirable:

- Experience of leading SEN interventions with pupils
- Experience and knowledge of, and training in supporting children who experience behavioural challenges
- Knowledge of the National Curriculum Programmes of Study for KS1 and KS2
- Previous experience of phonics training / delivery
- Previous experience delivering speech and language programmes
- Experience delivering and providing input into pupils' SEN plans and evaluations
- First aid - recent training / willingness to undertake emergency first aid training
- Safeguarding training / willingness to undertake safeguarding training
- Positive handling training / willingness to undertake positive handling training

### Person Specification:

- Positive communicator - demonstrates high levels of emotional intelligence in relationships with others - including colleagues and families
- Positive attitude - possesses a 'can do' mentality and is proactive in finding solutions to potential problems
- Organised - is able to manage their tasks in an orderly and organised manner
- Patient and empathetic: able to work calmly with children who require additional support to access learning and to be calm when managing pupils experiencing anxieties
- Good sense of humour
- Team player - considers the needs of others and adapts to the needs of the wider organisation
- Willing to undertake CPD to extend skills and professional learning

### Safeguarding:

**Chelford CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement**