



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

Teaching Assistant – Level 3 (Fixed Term – 12  
Months)

Parklee Primary School





## A message from the Headteacher

Thank you for expressing an interest in the position of Teaching Assistant – Level 3 (Primary School SEND Provision) at Parklee Primary School.

This is an exciting opportunity for a dedicated Teaching Assistant to join an excellent school at an exciting stage of its journey.

Parklee Primary School sits at the heart of the community and encompasses the values and strengths of the town's proud history with our origins dating us back to the original Lee Street School. We are proud to be part of the Education Partnership Trust (EPT), who are committed to creating outstanding schools which transform learning, lives, and communities.

Our school has a culture built around our values of Positivity, Aspiration, Resilience, Kindness, Loyalty, Empathy and Excellence. These core values underpin everything we do.

Our school has a positive reputation for embracing and celebrating every kind of achievement. This is reflected in our commitment to inclusion and unity. Relationships and attitudes are very positive and an ethos exists in which learning together becomes an enjoyable and fulfilling experience for all making our school a happy and engaging place to learn and work.

Every member of our team here at Parklee are proudly committed to ensuring that every child flourishes. Our children are incredibly precious to us and we understand how important it is that they develop as happy, well-rounded individuals. We enjoy working alongside our parents and carers to enable their children to thrive here as they become successful and engaged learners.

Our school is fortunate to serve a strong and unique community and we are very proud of our history and position within that. By working together with ambition and optimism, strengthened with local support, we provide every opportunity for the children and families to thrive and shine.

It is a privilege to serve as Headteacher of Parklee, my principal role is to make sure the children are happy, safe and achieving well. I believe children should feel secure, supported, inspired and challenged and that they will achieve well if they are cared for and clear about what is expected of them. My strong belief is that education has the power to change children's whole lives, providing opportunities for them to flourish within and beyond the classroom so they may achieve the highest standards academically whilst developing and nurturing their unique talents, creativity, interests and personalities.



To apply for this post, please follow the instructions on the Vacancies page on our website <https://ept.face-ed.co.uk/vacancies>. For visits to the school or any other information, please contact the school by phone or email 01942 874203 or [enquiries@parklee-ept.com](mailto:enquiries@parklee-ept.com)

I would be delighted to welcome you to see our wonderful school in action.

**Dawn Roper**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals



## Job Advertisement

# Teaching Assistant – Level 3

<b>Hours:</b>	<b>31.25 hours per week</b>
<b>Weeks Worked:</b>	<b>39 weeks</b>
<b>Start Date:</b>	<b>1<sup>st</sup> September 2025</b>
<b>Fixed Term:</b>	<b>ends 31<sup>st</sup> August 2026</b>
<b>Salary:</b>	<b>SCP 11 – 19 - £20,256 to £23,077 per annum (FTE £27,269 to £31,067)</b>

Parklee Primary School are seeking to appoint a hardworking, enthusiastic and committed Teaching Assistant – Level 3 to support the Primary School SEND Provision. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

### The Job

- To work in 'The Nest' classroom under the direction of the class teacher, implementing planning and assessment, working with individual or small groups of pupils with complex needs from KS1 and KS2, supporting them to make good progress as per their individual Education Health Care Plan (EHCP) aims and objectives.
- To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of the class-based interventions.
- Working under guidance of the teacher on lesson planning, evaluating and adjusting lesson plans as appropriate and keeping high quality records and have a thorough understanding of each pupils EHCP.
- Supporting the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.  
To support pupils to be fully included with the main school when appropriate, personalising learning as needed and in close liaison with the year group class teachers.

### What are the job requirements?

- GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.
- Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3.
- Experience of support work with children in an educational setting.
- Experience of covering a class in the absence of the teacher
- Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.
- Experience of administering and assessing routine tests
- Experience of working with or caring for children of relevant age



- Knowledge of planning, evaluating and adjusting lesson plans as appropriate
- Experience in supporting the development of social communication and literacy skills, promoting high standards of literacy, articulacy and numeracy.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- Employee Assistance Programme including free counselling, CBT therapy, bereavement support and wellbeing initiatives.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 27<sup>th</sup> June 2025  
**Interview date:** w/b 7<sup>th</sup> July 2025

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>





## Job Description

# Teaching Assistant – Level 3

**Reports to:** Class Teacher/HLTA

**Grade:** SCP 11 - 19

## Job Purpose

- To work in 'The Nest' classroom under the direction of the class teacher, implementing planning and assessment, working with individual or small groups of pupils with complex needs from KS1 and KS2, supporting them to make good progress as per their individual Education Health Care Plan (EHCP) aims and objectives.

## Key Responsibilities and Accountabilities

- To support pupils to overcome barriers to learning, promoting the inclusion of all pupils by developing their communication skills, supporting them to manage their behaviour, developing independence and social skills and to take responsibility for monitoring/reporting on the impact of the class-based interventions.
- Working under guidance of the teacher on lesson planning, evaluating and adjusting lesson plans as appropriate and keeping high quality records and have a thorough understanding of each pupils EHCP.
- Supporting the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To provide supervision and guidance and learning opportunities in all non-lesson-based activities.
- To support pupils to be fully included with the main school when appropriate, personalising learning as needed and in close liaison with the year group class teachers.
- To take responsibility for promoting and safeguarding the welfare of children and young persons.
- To provide personal care when needed.
- Assist and deliver the general pastoral care of the pupils, following Health Care Plans as necessary.
- Cover classes in the absence of the Class Teacher.
- Challenging and motivating pupils and promoting and reinforcing self-esteem.
- Support the development of pupils' literacy and numeracy skills in all lessons.
- Support social communication skills, working directly with specialist Speech and Language Therapists.
- Engage with other professional agencies and specialist settings for advice and support.



- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- Support the development of pupils' independent learning and independence skills.
- To develop positive relationships with pupils and their families providing direct daily contact.
- Accompany the class teacher and supervise pupils on visits, trips and out of school activities as required.
- Work on classroom displays following consultation with the class teacher/SLT.
- To liaise with parents, carers and outside agencies, where appropriate as directed by the teacher.
- Attend Parents' Evening to support the class teacher.
- To undertake classroom administrative tasks including the maintenance of records.
- Actively engage and supervise pupils during unstructured time and transitions as necessary for their safety.
- Prepare the classroom for lessons, ensuring resources are available and cleared away throughout and at the end of the lesson.
- Prepare and maintain appropriate learning aids, materials and equipment and assist the pupils in their use.
- To assist in providing an atmosphere in which effective learning can take place.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

### **Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.





## Person Specification

# Teaching Assistant – Level 3

Reports to: Class Teacher/HLTA

Grade: SCP 11 - 19

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
<b>QUALIFICATIONS &amp; EXPERIENCE</b>				
1.	GCSE or Equivalent qualification in English and Mathematics at level 9 – 5.	E	X	
2.	Child Care/NVQ/ other relevant qualification (related to education is desirable) at level 3.	E	X	
3.	Experience of support work with children in an educational setting.	E	X	X
4.	Experience of covering a class in the absence of the teacher	E	X	X
5.	Experience of administering and assessing routine tests	E	X	X
<b>KNOWLEDGE &amp; UNDERSTANDING</b>				
6.	Knowledge of The National Curriculum and Schemes of Work in Literacy and Numeracy.	E	X	X
7.	Experience of working with or caring for children of relevant age	E	X	X
8.	How to support the development of social communication and literacy skills, promoting high standards of literacy, articulation and numeracy.	E	X	X
9.	How to support the development of independence.	E	X	X
10.	How to support phonics and reading development including use of cued articulation.	E	X	X
11.	Excellent written communication skills and a high level of ICT literacy.	E	X	X
12.	Knowledge of planning, evaluating and adjusting lesson plans as appropriate	E	X	X
<b>SKILLS</b>				
13.	Experience of supporting pupils with challenging behaviour	E	X	X
14.	Ability to relate well to children	E	X	X



15.	Ability to work as part of a team	E	X	X
16.	Ability to relate well to parents/carers	E	X	X
17.	Ability to supervise and assist pupils, either in a group or on a 1:1 basis	E	X	X
18.	Knowledge of classroom roles and responsibilities	E	X	X
19.	Knowledge of SEND strategies	E	X	X
20.	Good time management and organisational skills	E	X	X
21.	Knowledge of the concept of confidentiality	E	X	X
22.	Flexible attitude to work	E	X	X
23.	Good numeracy and literacy skills	E	X	X
24.	First Aid Certificate	D		X
25.	Is able to work as a member of a class team to support planned lessons.	E	X	X
26.	Is able to build and maintain successful and positive relationships with pupils, treating them equitably with respect and consideration.	E	X	X
27.	Can break down given planned tasks into small steps of learning and can give focused feedback on progress made and next steps.	E	X	X
28.	Can use ICT effectively to support learning and general administrative tasks.	E	X	X
29.	Can self-evaluate effectively to improve own practice.	E	X	X
30.	Hold a UK driving license and, after training is provided, be willing to drive minibus (desirable).	D	X	X
<b>PERSONAL QUALITIES</b>				
31.	Proven ability to listen to, understand and work effectively with all children, staff and parents/carers.	E	X	X
32.	Ability to work under pressure and to meet deadlines.	E	X	X
33.	The ability to foster an open, transparent and equitable culture, deal effectively with difficult conversations and conflict at every level, and to value and praise good and outstanding practice	E	X	X
<b>PROFESSIONAL VALUES AND PRACTICE</b>				
34.	Be positive and respond to situations in a calm, professional manner at all times.	E	X	X
35.	Be self-motivated, creative, robust and resilient.	E	X	X
36.	Carry out responsibilities while being flexible and adaptable.	E	X	X
37.	At all times model good relationships, attitudes and behaviour	E	X	X



38.	Understand and respect social, cultural, linguistic, religious and ethnic backgrounds	E	X	X
39.	Work collaboratively within a team using own initiative	E	X	X
40.	A high level of commitment to safeguarding, inclusion and equality in all aspects of school life.	E	X	X
41.	Demonstrate a willingness and ability to improve own practices and to act on feedback.	E	X	X
42.	Support the Head Teacher and Deputy Head Teacher and Senior Leaders in their duty to ensure that the school meets its educational aims to deliver the best possible educational outcomes for pupils.	E	X	X



# Contact

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