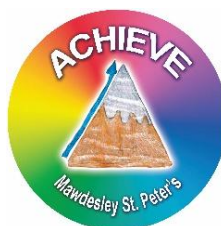


Application Pack: Teaching Assistant (TA2a) October 2025

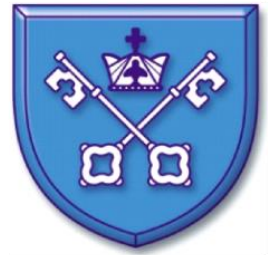


*'Let your light shine
before others.'*

Matthew 5:16



Welcome to Mawdesley St Peter's Church of England Primary School and thank you for requesting an application pack. We are a small school with an inclusive and nurturing ethos, and adults and children alike strive **to let our light shine** and celebrate all our achievements. Our children are at the heart of everything we do at Mawdesley St Peter's and we are very lucky that we have a great team that support our children: Staff that encourage and motivate the children every day; parents who support their children and our school, and a Governing Body that is actively involved in school life, ensuring that our school strives to achieve the very best outcomes for each and every child. Our Governing Body are also committed to ensuring that all staff are supported in their professional development as well as their well-being.



If you would like to arrange a visit to look around our school, we would love to welcome you. Please contact Elizabeth Nickson in the office on **01704 822657** to arrange a mutually convenient time.

Our School Vision

'With Jesus as our guide, St Peter's is a loving school family, which equips children and adults with the strength, courage and belief to flourish and live life in all its fullness.'

We hope to ignite a lifelong love of learning, helping our children to discover and use their own individual gifts. By letting their light shine brightly, they will make the world a better place.'



The Governors of Mawdesley St Peter's Church of England Primary School are seeking to employ an excellent teaching assistant to support pupils in a range of settings.

The hours of work are: 11.5 per week, term time only

- Thursday - 9:00am until 3:30pm with 30 minutes for lunch (6.0 hours)
- Friday - 9:00am until 3:00pm with 30 minutes for lunch (5.5 hours)

We require someone who:

- Is willing to be a part of the school community
- Has good communication skills
- Is an effective team member and works/communicates well with other staff
- Is motivated, has a positive attitude and enjoys a challenge
- Has the ability to work on one's own initiative and to have a good-humoured, enthusiastic approach to the role
- Has lots of energy and can be flexible within their working day
- Is totally reliable and trustworthy
- In an enthusiastic, capable and passionate teaching assistant
- Can work flexibly to support groups of children across the primary age range
- Shares our belief that all children can succeed regardless of background

In Return We Can Offer:

- The opportunity to join a highly motivated, innovative and energetic staff team
- Full involvement in the life of the school
- The opportunity for further training and development
- Dedicated, supportive and friendly colleagues
- Kind, motivated and happy pupils
- Supportive parents and carers
- A great school with a distinctly Christian ethos, well supported by St Peter's Church community
- Support from a strong network of stakeholders and agencies

The position is fixed term to 31st July 2026 in the first instance. If you are interested in this role, please read the Grade Profile attached. Candidates who meet the criteria need to complete the attached application form in addition to writing a short letter which should fully outline how you meet the criteria and why you believe yourself suitable for this position.

The governing body of this school is an equal opportunities employer. We welcome applications from all those who believe they have suitable experience and qualifications.

Shortlisted candidates will be contacted with further details.

Person specification

Items marked **PS** will be assessed via your personal statement.

Items marked **AF** will be assessed via the other parts of your application form.

Items marked **I** will be assessed at interview.

Please note: Many items are assessed at both the application stage and interview stage.

Applicants who do not meet the essential criteria (marked **E**) will not be shortlisted.

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications NVQ level 2 or above qualification –appropriate to the post (or equivalent)	E	AF
Experience Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment Experience of Administrative work Experience of supporting pupils with challenging behaviour	E E D D	AF/I
Knowledge/skills/abilities Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to work as part of a team Good communication skills Ability to supervise and assist pupils Time management skills Organisational skills Knowledge of classroom roles and responsibilities Knowledge of the concept of confidentiality First Aid Certificate Administrative skills Knowledge of Early Years Foundation Stage Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work	E E E E E E D D E D D D E D E	AF/I
Other Commitment to undertake in –service development Commitment to safeguarding and protecting the welfare of children and young people Satisfactory attendance record/commitment to regular attendance at work Commitment to equality and diversity	E E E E	AF/I
Special Requirements An interest in SEND and music (singing)	D	AF/I

Grade Profile

Support for Pupils

- Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.
- To undertake activities to assist in monitoring the personal social and emotional needs of pupils.
- To develop positive relationships with pupils to assist pupil progress and attainment.
- To assist in the devising of pupil's individual targets and their monitoring and review.
- Support pupils as part of a planned inclusion programme
- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To assist in the monitoring/recording of pupil progress and developmental needs.
- To assist in the production of learning resources.
- To undertake routine classroom administrative tasks including the maintenance of records.
- To assist in pupil supervision and assist in the management of pupil behaviour. – To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupils' work

Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- To maintain, promote and contribute to the Christian ethos of the school in accordance with the school's vision, aims and objectives.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- 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.

Support for the Curriculum

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

This post may be required to provide PPA cover, dependent upon experience, and in this event will be recompensed accordingly for any hours worked at a higher level.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Note: This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change.