

# Teaching Assistant

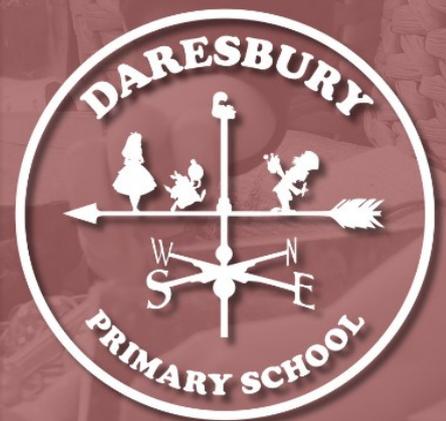
Candidate Pack

**Salary:** Scp 5-6 £24,790—£25,183 FTE

**Contract Type:** Permanent

**Contract Term:** Part time 15 hours per week

**Location:** Daresbury Primary School, Chester Road,  
Daresbury, Warrington WA4 4AJ



# Teaching Assistant

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## Hours

15 hours per week

## Closing Date

Tuesday 15th July 2025 12 noon

Daresbury Primary School is a vibrant, values-driven school committed to providing a high-quality education for all our students. We focus on learning behaviours and fostering positive attitudes in how children behave, ensuring they are equipped to succeed both academically and personally. Our dedicated team and supportive community strive to nurture and challenge our children positively, helping them achieve their full potential in an inclusive, enriching environment.

We are seeking a dedicated and enthusiastic permanent Teaching Assistant to join our team. The successful candidate will work with class teachers deliver exceptional learning experiences both inside and outside the classroom, helping our children thrive academically and socially. You will work collaboratively with a team that is committed to excellence and shares a strong belief in the potential of every child. Further information is contained within the job description and person specification.

## About The Heath Family

Our school is a member of the Heath Family Trust alongside seven schools across the north west. We are highly collaborative and supportive of each other. Continuous professional development is driven by the Trust and we have a strong offer for staff at all stages of their development. We want all our staff to flourish and grow in their practice and leadership.

The Heath Family (NW) is committed to safeguarding and promoting the welfare of children, and we will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable)

# Job Description

## Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem, and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

## Before and After –School Care will:

- Supervise and interact with children during playtime activities.
- Plan and organize age-appropriate games, crafts, and recreational activities.
- Ensure the safety and well-being of all children in your care.
- Encourage social interaction and positive behaviour among children.
- Assist with snack time and ensure dietary restrictions are followed.
- Maintain cleanliness and organization of play areas.
- Communicate with parents regarding their child's progress and any concerns that may arise

## Teaching and learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support, and facilitate inclusion by encouraging participation of all pupils in learning and extra-curricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations on to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher.

# Job Description

## Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording, and reporting of pupil performance and progress as appropriate to the level of the role.
- Read and understand lesson plans shared prior to lessons, if available.
- Prepare the classroom for lessons.

## Working with staff, parents/carers and relevant professionals:

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health, and social care professionals, so that informed decision making can take place on intervention and provision.
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment, and barriers to learning, as directed by teachers.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

## Health and safety:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

## Professional development:

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

## Safeguarding:

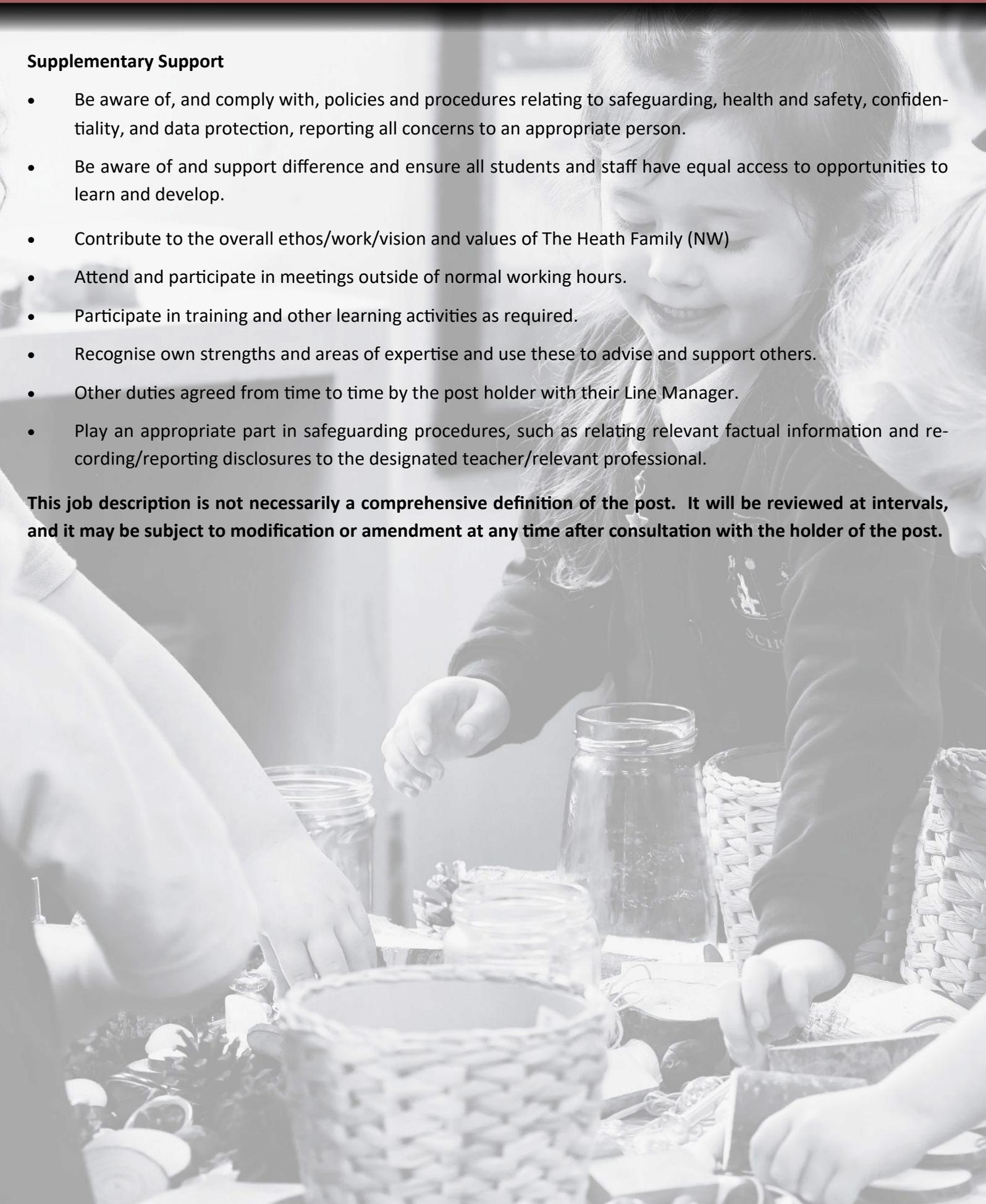
- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

# Job Description

## Supplementary Support

- Be aware of, and comply with, policies and procedures relating to safeguarding, health and safety, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students and staff have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/vision and values of The Heath Family (NW)
- Attend and participate in meetings outside of normal working hours.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Other duties agreed from time to time by the post holder with their Line Manager.
- Play an appropriate part in safeguarding procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

**This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals, and it may be subject to modification or amendment at any time after consultation with the holder of the post.**



# Person Specification

PERSON SPECIFICATION – Teaching Assistant		
CATEGORY/ITEM	ESSENTIAL	DESIRABLE
<b>Qualifications, Knowledge &amp; Experience</b>		
Teaching Assistant Level 3 Qualification.	X	
GCSE or equivalent level, including at least a Grade 4 (previously	X	
First-aid training, or willingness to complete it		X
Experience working in a school environment or other	X	
Experience working with children and Children with		X
Experience planning and delivering learning activities	X	
Good organisational skills	X	
Knowledge of how to help adapt and deliver support to	X	
Subject and curriculum knowledge relevant to the role,	X	
<b>Skills, Abilities and Personal Qualities</b>		
Ability to build effective working relationships with pu-	X	
Excellent verbal communication skills.	X	
Active listening skills.	X	
The ability to remain calm in stressful situations	X	
Knowledge of guidance and requirements around safe-	X	
Good ICT skills, particularly using ICT to support learning.	X	
Understanding of roles and responsibilities within the class-	X	
Commitment to always safeguarding pupils' wellbeing	X	
Enjoyment of working with children.	X	
Sensitivity and understanding to help build good rela-	X	
A commitment to getting the best outcomes for all pu-	X	
Commitment to always maintaining confidentiality.	X	
Resilient, positive, forward looking, and enthusiastic	X	
Capacity to inspire, motivate and challenge children and	X	
<b>Suitability to work with children</b>		
Enhanced DBS clearance is required for this position	X	

# How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application and equalities monitoring form to [recruitment@theheathfamily.org.uk](mailto:recruitment@theheathfamily.org.uk)

**Application closing date:** Tuesday 15th July 2025 12 noon

**Shortlisting date:** Wednesday 16th July 2025

**Interview date:** Wednesday 23rd July 2025



# About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

**Academic rigour** is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

## ✔ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

## ✔ HOW WE BEHAVE: THE HEATH FAMILY VALUES

**With kindness:** we look out for each other.

**With integrity:** we do the right thing.

**With tenacity:** we do what it takes.

## ✔ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.

# We Offer:



- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

