



**Inspire, Transform, Together**



## **RECRUITMENT PACK**

**Teaching Assistant  
St Mary's CE First School and Nursery**





# Welcome to The Heath Academy Trust

## and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

### **This recruitment pack includes:**

#### **Our School**

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stmaryswestmoors.org>

#### **Job Advert and How to Apply**

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

#### **Job Description and Person Specification**

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

#### **The Trust's Vision Statement and Values**

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.co.uk>

### **General Information**

#### **Equal Opportunities**

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

#### **Safeguarding**

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

#### **Visits to the School**

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or to discuss the post further.



## St Mary's' CE First School and Nursery

**"Believe in better... Be more AWESOME  
For anything is possible with God"**

St Mary's CE First School and Nursery is a busy but friendly school, with a real "family feel" to it thanks to our caring, personable approach. We strive for high expectations and will work with individual children and families to ensure that children meet their full potential.

The school's vision of *"Believe in better... be more Awesome – for anything is possible with God"* drives our mission to continually develop in many exciting ways, providing a more enriching experience for all our pupils.

At St Mary's CE First School and Nursery we believe that every child is capable of improving and with personalised coaching and excellent relationships, our children believe that too! Our children, staff and parents have adopted the Christian values of compassion, hope, joy and family to underpin our decision making, actions or interactions.

The staff and children promote these values through our school moto:

**Believe in better... be more AWESOME**  
For anything is possible with God





# Job Advert



|                        |                                                                                                                                                                                                                                           |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | <b>Teaching Assistant</b>                                                                                                                                                                                                                 |
| <b>School Name:</b>    | St Mary's CE First School & Nursery                                                                                                                                                                                                       |
| <b>Location:</b>       | Station Road, West Moors, Dorset, BH31 6US                                                                                                                                                                                                |
| <b>Hours:</b>          | 31.25 hours per week - Term time only<br>8.15am to 3.00pm – Monday to Friday inclusive (with 30 minute lunch break)                                                                                                                       |
| <b>Salary Range:</b>   | Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 pro rata)<br>or<br>Dorset Grade 6, SP6 to SP9 (£25,989 to £27,254 pro rata)<br>Depending on experience and/or knowledge<br><br>1 year fixed term contract (with the possibility to extend) |
| <b>Pension:</b>        | Local Government Pension Scheme                                                                                                                                                                                                           |
| <b>Contact:</b>        | Laura Crossley – Executive Head Teacher<br>E: <a href="mailto:office@stmaryswestmoors.org">office@stmaryswestmoors.org</a><br>T: 01202 874838                                                                                             |
| <b>Closing Date:</b>   | <b>Wednesday 10 December 2025 (midday)</b>                                                                                                                                                                                                |
| <b>Interview Date:</b> | Friday 12 December 2025                                                                                                                                                                                                                   |
| <b>Start Date:</b>     | Monday 5 January 2026                                                                                                                                                                                                                     |

The Heath Academy Trust and St Mary's CE First School & Nursery are seeking to appoint a **Teaching Assistant** for January 2026, who is committed to providing the best quality learning experience for our children in a personalised and exciting way. We need an enthusiastic, skilled and motivated professional to join our learning focused team and will consider a job share for this role. The successful applicant must enjoy working as part of a friendly and dedicated team.

The successful candidate must have high expectations of children's learning and behaviour and should be enthusiastic, energetic and excellent learners. We need a creative team member to complement our staff and support our pupils. You must be committed to supporting throughout nursery and the first school age range and putting the needs of our children first in all aspects of the role. You will work under the direction of the class teacher, supporting our pupils to achieve the class learning expectations.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. The successful candidate will understand the importance of whole school continuity and progression across all areas of our provision. We welcome applications from applicants with a relevant Early Years NVQ3 qualification, if possible, although NVQ 2 or suitable relevant experience will be considered.

Further details about this role can be found in the job description and person specification included in this recruitment pack and more information about the school can be found on our website: [www.stmaryswestmoors.org](http://www.stmaryswestmoors.org) Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

# Job Description



|                      |                                                                                                                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>    | <b>Teaching Assistant</b>                                                                                                                                                                                                                 |
| <b>Location:</b>     | St Mary's CE First School & Nursery                                                                                                                                                                                                       |
| <b>Reporting To:</b> | Executive Head Teacher / Head of School                                                                                                                                                                                                   |
| <b>Hours:</b>        | 31.25 hours per week - Term time only<br>8.15am to 3.00pm – Monday to Friday inclusive (with 30 minute lunch break)                                                                                                                       |
| <b>Salary Range:</b> | Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 pro rata)<br>or<br>Dorset Grade 6, SP6 to SP9 (£25,989 to £27,254 pro rata)<br>Depending on experience and/or knowledge<br><br>1 year fixed term contract (with the possibility to extend) |

## Main Purpose of Job:

The main purpose of the role is to work within a successful team to provide a safe, secure and stimulating learning environment in order to secure excellent rates of progress in learning and development.

## Main Duties & Responsibilities:

- To support the teacher to plan and deliver the curriculum in line with the EYFS and National Curriculum in order to maximise the learning and development of each child.
- To prepare activities and organise the setting for each session.
- To carry out planned activities to secure the best outcomes for our children.
- To keep records and undertake assessments for individuals and groups of children.
- Liaise with parents to become partners in securing high quality education.
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment.
- Be a member of the school team.
- Read, discuss, understand and implement school policies.
- Undertake self-appraisal.
- It will be necessary to work in other classes in the school to assist the class teacher with learning, assessment and supervision.
- To assist learning on a one to one basis, as necessary.

## Knowledge and Skills

- A relevant Early Years qualification would be a significant advantage, check here: <https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england>
- To have a detailed understanding of child development and relevant experience of working with children in a school or nursery setting.
- Be committed to undertake further training as required.
- To act on own initiative in order to make decisions.
- To have the ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively.
- To be aware of the need for confidentiality.
- Be aware of the management systems in place for the provision of high quality nursery education and liaise with/ take direction from the nursery leader, EYFS lead and the headteacher.

**Supervision and Management**

- Day to day supervision will be provided by the class teacher or EY leader. There will be times when direct supervision is not available and the post holder should be able to continue to secure high standards.

**Decision Making**

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the children in relation to their education, activities, behaviour and care.
- Make immediate decisions in relation to care, control and safety of children.

**Working Environment**

- Part of the working day is spent standing, with periods of crouching/bending to engage children in activities.
- There may be the occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene.

**Additional Duties**

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff.

# Person Specification



|                      |                                                                                                                                                                                                                                           |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>    | <b>Teaching Assistant</b>                                                                                                                                                                                                                 |
| <b>Location:</b>     | St Mary's CE First School & Nursery                                                                                                                                                                                                       |
| <b>Reporting To:</b> | Executive Head Teacher / Head of School                                                                                                                                                                                                   |
| <b>Hours:</b>        | 31.25 hours per week - Term time only<br>8.15am to 3.00pm – Monday to Friday inclusive (with 30 minute lunch break)                                                                                                                       |
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|                                | Essential                                                                                                                     | Desirable                                                                                                                                                                                                                                                                                                                                                                                    | Assessment                     |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Qualifications</b>          | 5 GCSEs including English and Mathematics to grade C or above (or equivalent).                                                | NVQ 3 Early Years relevant qualification, check here:<br><a href="https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england">https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england</a><br><br>NVQ 2<br>Paediatric First Aid<br>Food Hygiene<br>Recent safeguarding training<br>Commitment to undertake further training. | Application Form               |
| <b>Experience</b>              | Experience of working or volunteering in a childcare or school setting.                                                       | At least 2 years experience of working in an outstanding/good childcare setting.                                                                                                                                                                                                                                                                                                             | Application Form<br>References |
| <b>Attributes</b>              | Professional, calm, patient, caring, firm, fair, adaptable, confidential.                                                     | Experience of supporting children with learning needs.                                                                                                                                                                                                                                                                                                                                       | Interview                      |
| <b>Inclusion</b>               | Commitment to inclusion for all learners.                                                                                     | Experience of leading learning for children with SEN or EAL.<br><br>Experience of vulnerable groups.                                                                                                                                                                                                                                                                                         | Application Form<br>Interview  |
| <b>Teamwork</b>                | Willingness and ability to work as part of a strong school team.                                                              | Experience of working across nursery and primary school age range.                                                                                                                                                                                                                                                                                                                           | Interview                      |
| <b>Safeguarding</b>            | DBS enhanced.                                                                                                                 | Safeguarding training and an understanding of safer working practices.                                                                                                                                                                                                                                                                                                                       | References                     |
| <b>Communication</b>           | Good verbal communication with parents/carers and other professionals.<br><br>Good written communication in standard English. | Knowledge and experience of IT programs to support learning and communication.                                                                                                                                                                                                                                                                                                               | Interview<br>Application Form  |
| <b>Curriculum and Learning</b> |                                                                                                                               | Understanding of the primary National Curriculum.<br><br>Understanding of the EYFS curriculum and assessment.                                                                                                                                                                                                                                                                                | Interview                      |

# Our Vision Statement and Values

## Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

## Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

## Our Values

- Inspire
- Transform
- Together

