



## Teaching Assistant (Level 2)

Wareham St Mary CE Primary School

32.5 hrs, 8:30am-15:30pm Monday - Friday

Term-time, including inset days (39 weeks)

Salary Range: Grade 5, SCP 4-6 £25,185– £25,989 FTE

Actual Salary: £ 19,027 – 19,635 per annum, pro rata

Starting ASAP, Fixed term to August 2026

*As children of God, we are nurturing, responsible and courageous.*

Wareham St Mary CE Primary School is a small, Church of England school at the heart of the community on the edge of the Jurassic Coast. We are proud that our vision to be nurturing, responsible and courageous encompasses how we treat one another, how we learn and how we develop into citizens of the world. The school has recently achieved a 'Good' SIAMS and a 'Good' Ofsted rating. The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

Due to staff movement, we are now in a position to recruit a **Teaching Assistant, Level 2** on a fixed term basis. Experience working with SEN children would be beneficial. We would like someone who has the ability to motivate and encourage children and who is enthusiastic, positive and an excellent team player. They should have good communication skills and a passion to support children to be the best that they can be. The fixed term reason for this position is linked to specific funding.

This school values the diversity of our workforce and welcomes applications from all sectors of the community. For more information on our school, please visit the school website [www.warehamstmary.dorset.sch.uk](http://www.warehamstmary.dorset.sch.uk) or contact the school on 01929 552517 to arrange a visit.

**External candidates:** Please send a completed application form to:  
[wareham.office@coastalpartnership.co.uk](mailto:wareham.office@coastalpartnership.co.uk)

**Closing Date:** Midnight, Sunday 28<sup>th</sup> September 2025

**Interviews:** Week commencing 29<sup>th</sup> September 2025

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted from external candidates.**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.*

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

#### Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



## Job Description    Teaching Assistant (Level 2)

|                   |   |
|-------------------|---|
| Start Date:       | October 2025                                |
| Responsible to:   | Headteacher                                 |
| Location:         | Wareham St Mary CE Primary School           |
| Grade:            | Grade 5, SCP 4-6 (£13.05 - £13.47 per hour) |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check |

### Job Purpose & Objectives

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of an individual pupil or group of pupils and the classroom who may have particular requirements or EHCP. You are required to supervise children during the lunch hour as part of the lunchtime team.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Work with teaching staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils, including without the supervision of the class teacher as appropriate.
- Be aware of pupil needs / progress / achievements and report to the teacher as agreed.
- Undertake pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the teacher and assist pupils in their use.
- Be aware of and comply with policies and procedures of the school and in particular

relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- Where necessary attend to a pupil with soiled clothing.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

#### **Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### **Communication / Contacts**

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Deputy Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Deputy Headteacher will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head of School (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of School



## Person Specification      Teaching Assistant Level 2

| Criteria                        | Essential   | Desirable   |
|---------------------------------|---|---|
| Qualifications:                 | <ul style="list-style-type: none"> <li>5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> </ul>   | <ul style="list-style-type: none"> <li>Qualification in Early Years practice or Teaching Assistant (e.g. NVQ 2/3)</li> </ul>  |
| Experience                      | <ul style="list-style-type: none"> <li>Working with or caring for children of a relevant age in an educational setting</li> </ul>   | <ul style="list-style-type: none"> <li>Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas</li> <li>Working within policies, guidelines and rules to apply a range of strategies related to learning activities, behaviour and care</li> <li>Appropriate knowledge of first aid or willingness to train</li> <li>SEND training/ Speech &amp; Language. This might include:<br/>PEICD<br/>Makaton<br/>PECS</li> </ul> |
| Professional Knowledge          | <ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> <li>Good IT skills</li> <li>Excellent evaluation and monitoring skills</li> <li>Understanding of the principles of Safeguarding and how this may apply to the role</li> </ul>   | <ul style="list-style-type: none"> <li>Working with or caring for children with special educational needs</li> <li>Delivering individual support plans</li> <li>Sound knowledge of children with complex needs.</li> </ul>  |
| Professional skills & abilities | <ul style="list-style-type: none"> <li>Able to work constructively as part of a team</li> <li>Able to relate well to children and adults</li> <li>Able to respond sensitively and flexibly to competing demands from pupils</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul> | <ul style="list-style-type: none"> <li>Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers</li> </ul>   |
| Physical skills & abilities     | <ul style="list-style-type: none"> <li>Able to cope with personal hygiene needs and respond appropriately to pupils</li> </ul>  | <ul style="list-style-type: none"> <li>Able to exert moderate physical effort; crouching or bending when working with pupils</li> </ul>   |

*Whilst originally based at Wareham St Mary CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.*