



Inspire, Transform, Together



RECRUITMENT PACK

**Teaching Assistant
Sixpenny Handley 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.sixpennyhandleyschool.co.uk>

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.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and Sixpenny Handley 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 Sixpenny Handley 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 **01725 552356** to arrange your visit or to discuss the post further.



Sixpenny Handley First School and Nursery

"If We Believe We Can Achieve"

Sixpenny Handley First School and Nursery is a small, friendly village school for children from 2 to 9 years, nestled in the beautiful surroundings of Cranborne Chase. As a Rights Respecting and Jigsaw Flagship school, we look to develop our children into young people who are prepared for each part of their learning journey and beyond.

From 2 years old, children are part of our community and encouraged to explore and take the lead with their learning; understanding and respecting their environment and supported to step out of their comfort zone when presented with new and exciting challenges. Throughout the school, we nurture self-respect, friendship, endeavour and kindness linked to our British values and where possible develop the children's understanding of what it means to be part of rural Dorset, the UK and the wider world.

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

If We Believe We Can Achieve



Job Advert



Job Title:	Teaching Assistant
School Name:	Sixpenny Handley First School and Nursery
Location:	Common Road, Sixpenny Handley, Salisbury, SP5 5NJ
Hours:	37.5 hrs per week, Term Time Only 9am to 5pm – Monday to Friday inclusive
Salary Range:	Dorset Grade 5, SP5 to SP6 (£24,790 to £25,183 FTE)
Pension:	Local Government Pension Scheme
Contact:	Rachael Musslewhite – Head Teacher E: office@sixpennyhandley.dorset.sch.uk T: 01725 552356
Closing Date:	Monday 23 June 2025 (midday)
Interview Date:	W/C 30 June 2025
Start Date:	1 September 2025

The Heath Academy Trust and Sixpenny Handley First School and Nursery are seeking to appoint **an inspiring Teaching Assistant** who is committed to providing the best quality learning experience for our children in a personalised and exciting way. We are looking for an enthusiastic, skilled and motivated professional to join our learning focused team. 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 an excellent learner. We are looking for strong practice and the successful candidate must be committed to achieving this benchmark. We need a creative team member to complement our staff and support our pupils with their learning. 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.

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 minimum relevant Early Years NVQ3 qualification, if possible.

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.sixpennyhandleyschool.co.uk. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01725 552356** 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



Job Title:	Teaching Assistant
Location:	Sixpenny Handley First School and Nursery
Reporting To:	Head Teacher
Hours:	37.5 hrs per week, Term Time Only 9am to 5pm – Monday to Friday inclusive
Salary Range:	Dorset Grade 5, SP5 to SP6 (£23,500 to £23,893 FTE)

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 National Curriculum in order to maximise the learning and development of each child.
- To lead our wraparound provision providing appropriate activities that will inspire and engage the children who attend.
- To carry out planned activities to secure the best outcomes for our children.
- To provide wellbeing support to individual children or small groups.
- 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 NVQ level 3 would be desirable.
- 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 head teacher.

Supervision and Management

- Day to day supervision will be provided by the class teacher. 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.

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



Job Title:	Teaching Assistant
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	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications	5 GCSEs including English and Mathematics to grade C or above (or equivalent)	A NVQ 3 qualification Paediatric First Aid Food Hygiene Recent Safeguarding Training Commitment to undertake further training	Application Form
Experience	Experience of working or volunteering in a childcare or school setting	At least 2 years' experience of working in an outstanding/good school setting Working alongside children with emotional needs	Application Form & References
Attributes	Professional, calm, patient, caring, firm, fair, adaptable, confidential	Experience of supporting children with learning needs	Interview
Inclusion	Commitment to inclusion for all learners	Experience of leading learning for children with SEN or EAL Experience of vulnerable groups	Application Form & Interview
Teamwork	Willingness and ability to work as part of a strong school team	Experience of working across nursery and primary school age range	Interview
Safeguarding	DBS enhanced	Safeguarding training and an understanding of safer working practices	References
Communication	Good verbal communication with parents/carers and other professionals. Good written communication in standard English	Knowledge and experience of IT programs to support learning and communication	Application Form & Interview
Curriculum and Learning		Understanding of the Primary National Curriculum	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

