



Teaching Assistant Recruitment Pack

February 2026

Welcome from Headteacher

Bassingham Primary School is a highly successful school catering to children from the age of 4 to 11 years of age. It is well known for being a happy and caring village school where children come first.

The school achieves its outstanding reputation thanks to the hard work of a dedicated staff team, the superb attitude of the pupils and our supportive parents/carers and governors. We also have a wonderful preschool on site called Tree Tops which provides wrap-around care both before and after the school day.

Our goal is to develop the skills, concepts, attitudes and moral values necessary for each child to take their place in the world as an active and responsible member of society, capable of achieving as much independence and wellbeing as possible.

We firmly believe that knowing every child as an individual is vital to success. We are a family and are justifiably proud of our very high standards and outcomes. As a learning community, we aim for excellence and recognise that every member of the school can make a difference to those around them. We aim to provide learners with the firm foundations needed to underpin lifelong learning.

Mr. Sam Betts

Headteacher



About the Role

As a Teaching Assistant, you will play a vital role in supporting teaching and learning across the school. You will work closely with teachers and pastoral staff to help students succeed academically, socially, and emotionally, while meeting the expectations of the National Professional Standards for Teaching Assistants.

You will act in accordance with academy policies, procedures, and relevant legislation, particularly in relation to safeguarding, child protection, and behaviour management.

Key Responsibilities

School Related

- ✓ Work in line with the National Professional Standards for Teaching Assistants
- ✓ Follow academy policies and procedures and relevant legislation
- ✓ Liaise with teaching staff to prepare and deliver work programmes for individuals and groups
- ✓ Assist with planning and preparing learning activities
- ✓ Deliver pre-planned cover lessons during Class Teacher PPA time
- ✓ Work 1:1 with pupils meeting the needs of their individual EHCP requirements
- ✓ Support delivery of local and national initiatives (e.g. literacy and numeracy strategies)
- ✓ Participate in classroom preparation and organisation
- ✓ Monitor pupils' needs and report concerns to designated staff
- ✓ Maintain accurate records as required by the school
- ✓ Take responsibility for specialist equipment where required
- ✓ Be familiar with relevant Education, Health and Care Plans (EHCPs)
- ✓ Contribute to development of Pupil Profiles and Learning Plans

Child Related

- ✓ Promote pupils' physical, emotional, educational and social development
- ✓ Foster confidence, independence, and self-esteem
- ✓ Observe, monitor and record pupil progress and development
- ✓ Support pupils with Special Educational Needs and Disabilities (SEND)
- ✓ Carry out reasonable daily personal care and hygiene duties where required
- ✓ Administer basic first aid (following training and school procedures)
- ✓ Support safe movement of pupils around the school site

Person Specification

Teaching Assistant

Qualifications & Training

Essential

- ✓ GCSE Grade 4 (or equivalent) or above in English and Maths
- ✓ Teaching Assistant qualification

Desirable

- ✓ Higher level Teaching Assistant qualification or relevant additional training

Assessed via application form

Experience

Essential

- ✓ Experience of working in an educational setting
- ✓ Experience working in a Teaching Assistant role
- ✓ Experience delivering or supporting intervention programmes
- ✓ Ability to support pupils across the 4-11 age range

Desirable

- ✓ Experience working with SEND pupils
- ✓ Experience supporting EHCP provision
- ✓ Experience leading small group interventions
- ✓ Experience working in a secondary school setting
- ✓ Experience delivering small group phonics sessions

Assessed via application form and references

Knowledge

Essential

- ✓ Understanding of the UK education system
- ✓ Understanding of a range of teaching, learning and assessment styles to meet individual student needs
- ✓ Knowledge of best practice in tutoring, learning and assessment
- ✓ Knowledge of tracking student achievement and implementing appropriate support strategies

Desirable

- ✓ Knowledge of current national education initiatives
- ✓ Knowledge of SEND best practice and inclusion strategies
- ✓ Knowledge of behaviour management strategies
- ✓ Knowledge of EHCP processes and pupil profiling

Assessed via application form and interview

Professional & Support Skills

Essential

- ✓ Ability to communicate effectively with students aged 4-11
- ✓ Ability to work collaboratively with teachers and support staff
- ✓ Ability to understand pupil needs and set appropriate targets
- ✓ Ability to evaluate the impact of interventions to inform future planning
- ✓ Good ICT skills
- ✓ Ability to communicate effectively with parents/carers where appropriate
- ✓ Ability to coach and support others when required
- ✓ Excellent organisational, administrative and time management skills

Desirable

- ✓ Ability to adapt communication for SEND pupils
- ✓ Experience supporting multi-agency working
- ✓ Experience contributing to learning plans or pupil profiles
- ✓ Experience using assessment data systems or school MIS systems
- ✓ Experience supporting parent engagement
- ✓ Experience supporting trainee staff or students
- ✓ Experience managing resources or specialist equipment

Assessed via application form and interview

Personal Qualities & Values

Essential

- ✓ Commitment to inclusive education and enabling all students to reach their potential
- ✓ Genuine enthusiasm for working with young people
- ✓ Reflective, thoughtful and self-aware practitioner
- ✓ Effective and creative team player
- ✓ Motivated, enthusiastic and proactive approach
- ✓ Willingness to use initiative and support continuous improvement
- ✓ Commitment to continuous professional development
- ✓ Reliable and professional
- ✓ Willingness to contribute to extra-curricular activities
- ✓ Commitment to safeguarding and promoting the welfare of children in line with school policies

Desirable

- ✓ Ambition for career development within education
- ✓ Experience supporting equality and diversity initiatives
- ✓ Experience contributing to whole-school or community initiatives

Assessed via application form, references and interview