

Perseid School Recruitment Pack

Senior Keystage Teaching Assistant

Closing Date for Applications: 28 August 2026



Welcome to Perseid School. Thank you for your interest in the role of Senior Keystage Teaching Assistant at Perseid School.

We are an exceptional school serving outstanding young people. We are currently recruiting Senior Keystage Teaching Assistants to ensure that we have at least one Senior Teaching Assistant per Keystage.

A career at Perseid School offers a rewarding future; working with inspiring pupils in a close-knit team of talented and ambitious staff dedicated to supporting vulnerable pupils to achieve their best outcomes and best next steps.

Located in London Borough of Merton, Perseid Upper and Lower Schools offers an exceptional education to learners with complex additional needs. Our school is situated over two campuses - Primary and Secondary.

Perseid has a strong, successful track record of outreach and inclusion and enjoys strong partnerships with many schools and organisations locally, regionally and nationally. Perseid co-leads, with a neighbouring specialist school, the Merton Special Training Association (MSTA). Our mission is to trail blaze holistic learning for every pupil. Every pupil has the right to an exceptional education, and the opportunity to fulfil their potential. Our staff are fully committed to developing the whole child, their individual talents, skills and knowledge.



We offer a pupil-centred experience combined with cutting-edge staff development programmes to provide pupils with an outstanding education to build confidence, encourage independence and inspire learning. We work in partnership with families, the inter-disciplinary team, and the local and wider community, ensuring every learner experiences world-class opportunities. We are a UNICEF Accredited Gold Rights Respecting School providing pupils with the best chance to lead happy, healthy lives as responsible and active citizens.

Our teams are extremely knowledgeable and entirely dedicated to supporting pupils with complex additional needs to learn and achieve. All staff must have a passion for working with our young people and a strong commitment to improving their life chances.

Fiona Copeland, Executive Headteacher



Application and selection

The first step in the process is your application. Please read the Person Specification and Job Description carefully so that you are able to provide specific examples to demonstrate how you meet the Person Specification criteria.

Please ensure your application form is fully completed and your personal statement is no longer than three A4 sides, in size 12 font. CVs are not accepted.

Salary range

ME6 - £30,288 Actual salary is based on hours and weeks worked. For example, 32.5 hours per week term time only will approximately be approximately £24,458.

Contracted hours options (all roles are Monday – Friday)

8.30-3.30pm - 32.5 hours term time only

We are committed to safeguarding and promoting the welfare of children. This post is subject to safer recruitment measures, which will include an enhanced criminal record check via the Disclosure and Barring Service. Shortlisted candidates will be subject to an online search as part of due diligence checks in the recruitment process. Questions about safeguarding and child protection will be asked during interview.

***Please see Child Protection and Safeguarding documents here:
<https://www.perseid.merton.sch.uk/Safeguarding/>***

Please read the following section carefully and ensure your supporting statement addresses each point

Senior Key Stage Teaching Assistant

Responsible to: Executive Headteacher

Person Specification

Qualifications and Experience

1. Strong numeracy and literacy skills
2. Level 3 for Teaching Assistants or equivalent qualification / or Foundation Degree in Early Childhood Studies or equivalent / or Degree in Psychology, Early Childhood Studies or equivalent
3. Additional training in relevant educational areas
4. Appropriate First Aid training/willingness to undertake this
5. Experience of working with children or young people in a school, college or childcare setting
6. Experience of leading teams

Knowledge and Skills

7. Ability to use technology effectively to support learning
8. Full working knowledge of relevant policies, codes of practice, and relevant legislation
9. Sound working knowledge of national and foundation stage curriculum and other relevant learning programmes or strategies
10. Understanding of child development
11. Understanding of pupils' behaviour support needs within the context of this school and an ability to provide this support
12. Ability to evaluate own learning needs and actively seek learning opportunities
13. Ability to work from teacher plans and effectively lead a team of support staff
14. Ability to swim

Job Description

Main purpose:

To work from the plans of teaching staff to support learning for pupils. The primary focus will be either to lead the class, groups or individuals from teacher plans as required, maintaining good order and keeping pupils on track with their learning and outcomes.

Specific Duties:

1. Lead classes, groups or individuals across the designated key stage working from teacher plans or work under the direction of the relevant teacher in class to support pupils' learning
2. Work in the Keystage with teachers and / or from teacher plans to establish an appropriate learning environment, including classroom preparation and display
3. Attend to and / or lead pupils' personal needs and implement related programmes, including emotional wellbeing support plans, social, health, physical, hygiene, first aid and welfare matters
4. Lead on or assist with implementation of EHCP Outcomes in day-to-day lessons across the Keystage.
5. Establish productive, inclusive relationships with pupils, acting as a role model, setting high expectations and holding others accountable. Support pupils consistently, responding to their individual needs and ensuring their safety. Promote independence and employ strategies to recognise and reward achievement of self-reliance. Provide positive, accessible feedback to pupils in relation to their progress and achievements
6. Monitor and evaluate pupil's responses to learning through observation and planned recording of achievement against pre-determined objectives. Provide objective and accurate feedback / reports as required, on pupil achievement, progress and other matters, ensuring availability of appropriate evidence.
7. Promote positive values, attitudes and good pupil behaviour, supporting pupils who have particular behaviour support needs, within the established policy.
8. Liaise sensitively and effectively with parents/carers as agreed and participate in meetings with parents as directed

9. Administer and assess routine tests as required and provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc. Implement local and national learning strategies e.g. literacy, numeracy, early years to support the development of relevant skills
10. Support the use of ICT and AAC and develop pupils' competence and independence in its uses
11. Determine the need for, prepare and maintain general, and specialist equipment and resources
12. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
13. Be aware of and support difference and ensure all pupils have equitable access to opportunities to learn and develop
14. Contribute to and work in line with the overall ethos/work/aims of the school
15. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
16. Attend and participate in regular meetings as required. Participate in training and other activities and performance development as required. Recognise own strengths and use these to advise and support others and recognise own areas for learning and address these. Provide appropriate guidance and supervision and assist in the training and development of main grade staff as appropriate
17. Undertake planned supervision of pupils' out of school hours learning activities on visits, trips and out of school activities as required



What Can a Career at Perseid School Offer You?

We offer a gold star range of unique benefits and expectations, designed to enhance and support the working lives of all staff. A career at Perseid gives a rewarding future.

These include, but are not limited to:

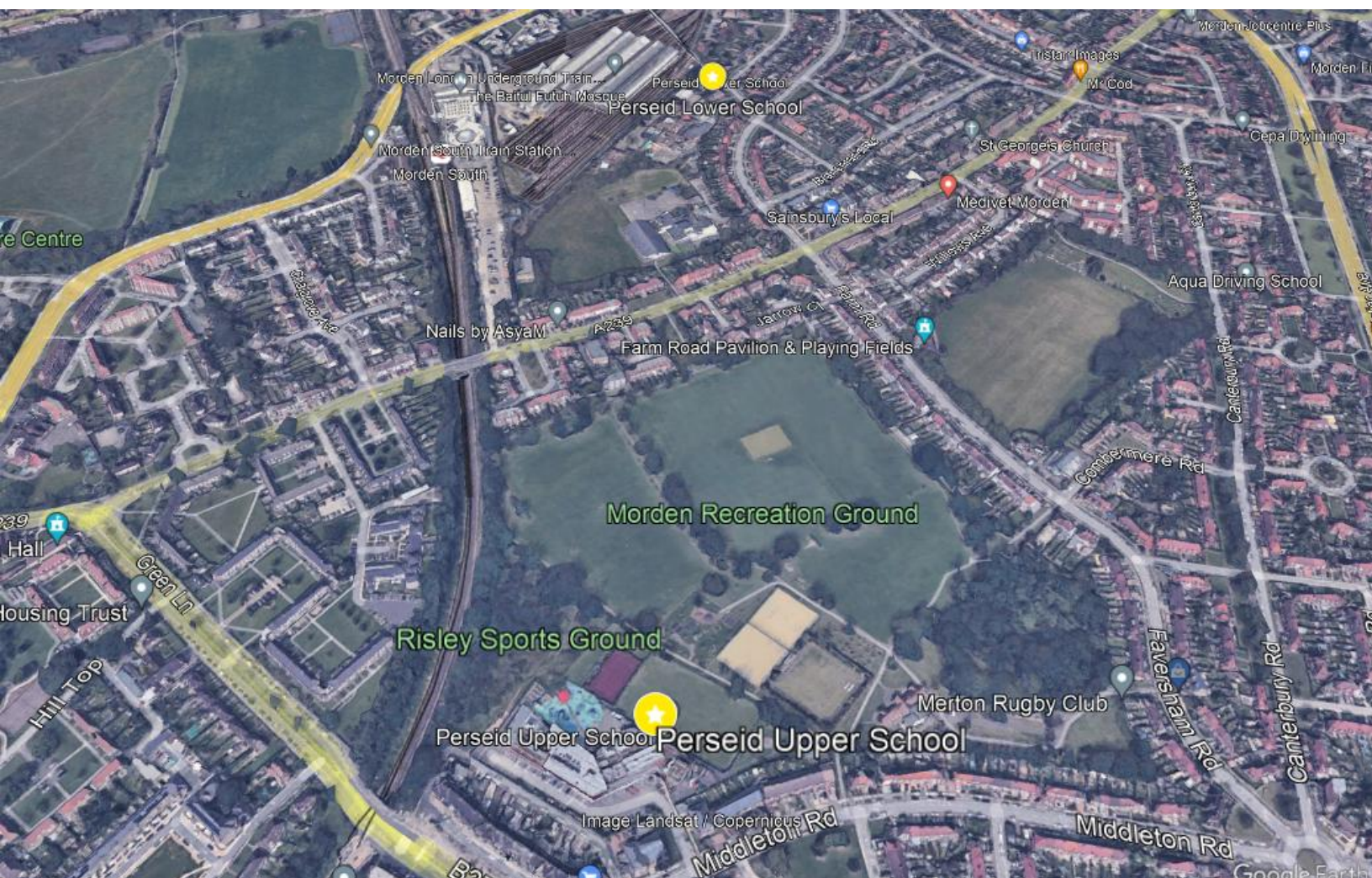
- Career development and progression possibilities for staff at all levels
- A highly skilled, supportive and approachable network of colleagues.
- Relationships based on mutual respect and developmental feedback.
- Positive engagement with networks, professionals and families. Our Ofsted report highlighted that our outstanding collaboration with parents promotes the excellent well-being and achievement of our pupils, and we are passionate about maintaining this.
- Well-being programme; an expert provider of employee support services available through the London Borough of Merton.
- Free childcare for children over five years of age for staff members when undertaking training days or when the child's schools have training days.



Living and working in Merton

Working in Merton offers a competitive employment package, attractive working environment and strong prospects to support and enhance your professional and personal life. Here are some of the reasons Merton is a great place to work:

- Merton is one of the greenest boroughs in London.
- A vibrant inner-city borough just 30 minutes from the centre of London, Merton is well connected, being the only London Borough with Tube, rail, tram and bus services; you can even fly away to Europe for a long weekend away via London City Airport.
- A wealth of unique sights, attractions and activities: to benefit you in free time and provide exciting learning opportunities for pupils.
- Excellent entertainment: AFC Wimbledon Football Club, Wimbledon Tennis Championships, Wimbledon Park Watersports Centre, theatres and festivals. Located close are Hampton Court Palace, The Epsom Downs and Racecourse, and Box Hill, with panoramic views over Surrey and Sussex.
- Diverse restaurants, supermarkets, specialist foodie treats and countless bars dotted throughout the borough.





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