

# Recruitment Pack

**Teaching Assistant, SEN 1-1**  
Town Field Primary



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

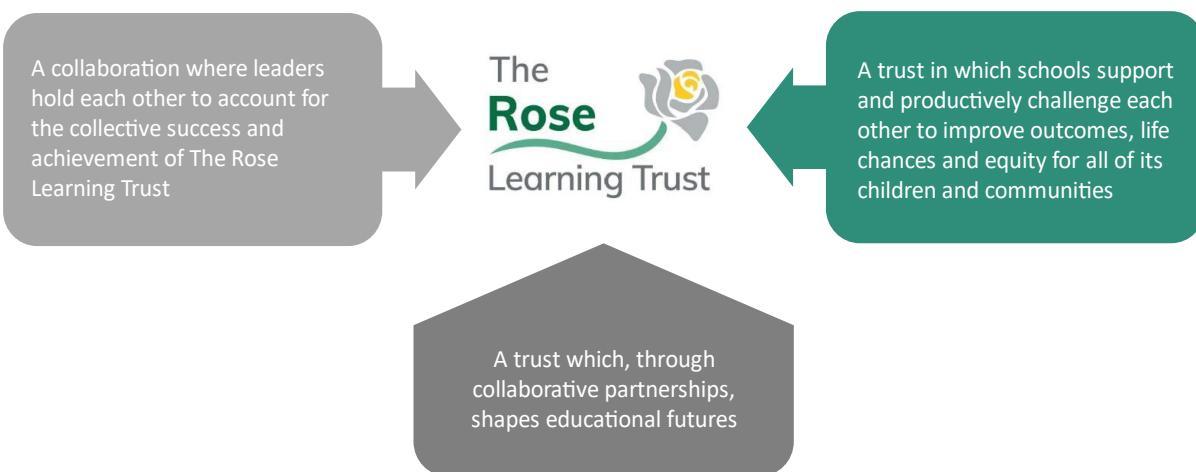
We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



## THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	TRANSFORMING FUTURES COLLABORATIVELY				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

### Town Field Primary

Town Field Primary School is a large and lively, culturally diverse school close to the centre of Doncaster. It caters for approx 460 pupils aged 3-11, including provision for 52 pupils in FS1. The school is proud of its high standards, inclusive ethos and of its commitment to meeting the needs of all its pupils. Our central aim is to enable all children and staff to achieve their full potential.

The context of our school is changing with growing numbers of children entering Town Field with English as an additional language. Currently our school population speak over 40 different languages which adds to our rich and diverse learning community.

The school is highly regarded, being a popular choice with parents, and is over-subscribed. We have a strong reputation for excellence both within and beyond our school and embrace opportunities for our staff to work across the system.



## Teaching Assistant, SEN 1-1

### Advert Information

<b>Post</b>	<b>Teaching Assistant, SEN 1-1</b>
<b>Contract type</b>	Temporary (subject to funding), Term Time
<b>Grade</b>	Grade 5 – Scale point 4 to 6 Actual Starting Salary £18,022
<b>Hours</b>	Term Time Only 31.25 hrs per week Monday to Friday 8.30am to 3.15pm with a 30min lunch break as directed
<b>Reporting to</b>	Head Teacher, SENCO
<b>Location</b>	Town Field Primary School
<b>Commencement date</b>	As soon as possible
<b>Closing date</b>	12pm on 6.2.26
<b>Shortlisting date</b>	6.2.26
<b>Interviews</b>	w/c 9.2.26

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Town Field Primary is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Teaching Assistant to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.



The Teaching Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose

**The successful candidate will:**

- Be committed to the strong inclusive ethos of the school
- Demonstrate the ability to liaise closely with class teachers, parents and other professionals
- Use their initiative to work independently and flexibly
- Have proven ability to support, develop and motivate pupils
- Demonstrate good levels of literacy and numeracy, including GCSE or equivalent in maths & English
- Be willing to undertake further training if required

**We can offer in return:**

- A warm, caring and inclusive ethos with enthusiastic and motivated learners
- A dedicated, highly-skilled, hard-working and friendly team of staff who have close working relationships with other schools, networks and agencies
- A commitment to ensuring a healthy work/life balance
- Full training and many opportunities for further CPD

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Business Manager, Emma Ellwood [admin@townfield.doncaster.sch.uk](mailto:admin@townfield.doncaster.sch.uk)

To apply use the link below:

<https://mynewterm.com/jobs/149582/EDV-2026-TFPS-52374>

*This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further*



*information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).*

*In line with our safer recruitment policy two references will be sought before we interview.*

*We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.*

## **Teaching Assistant SEN 1-1**

### **Job Description**

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

#### **Employment details**

Job title:	Teaching Assistant SEN 1-1
Reports to (job title):	Headteacher, SENCO
Grade and Salary	Grade 5, 31.25 hours per week, £18,022 actual salary
Contract Type	Temporary subject to funding, term time only

#### **Job Purpose:**



## Main purpose of the post

We are seeking to appoint a highly motivated and committed Teaching Assistant to support a child on a 1-1 basis, removing barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations.

## Duties and Responsibilities:

### Duties may include

- The Teaching Assistant's (TA) main role is to provide support for a pupil (or small group of pupils) with an Educational Health and Care plan, or pupil(s) identified as needing support by the SENDCo. The TA will ensure that the pupil(s) can integrate as fully as possible in the activities generally undertaken by the other pupils in the class and make progress.
- Duties will include running specific programmes and activities to assist the pupil's (or small group of pupils') individual learning and social needs. The TA will be responsible for implementing the targets on the learning support plan in liaison with the class teacher and SENDCo.
- Work closely with pupils individually or in groups, enabling them to achieve maximum access and participation in the National Curriculum. To work under the direction of the class teacher and to assist in the planning, monitoring and evaluation of the pupil's learning, ensuring that the progress is clearly recorded and related to the learning objectives for that pupil
- Support the pupil(s) emotional and physical needs
- Aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required
- Be involved in the planning and preparation of the day to day class activities
- Organise and maintain an inclusive learning environment both in the classroom and outside
- Support the pupil(s) in the playground, being mindful of health and safety and encouraging safe interactive play
- Motivate and encourage the pupil(s) to have a go at activities they may be unsure of



- Be aware of the needs and triggers that may be applicable to the pupil(s) and dealing with any related behaviours working collaboratively with the Inclusion team and SENDCo
- Provide positive reinforcements, praise and rewards, following the school's behaviour policy
- Work as part of the team to ensure that the wellbeing and personal development of the pupil(s) enhances their learning opportunities and life skills
- Attend planning meetings with the SENDCo and class teacher to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, learning behaviours and communication skills
- Provide regular feedback to the class teacher, SENDCo and relevant outside agencies about the pupil's difficulties and progress
- Contribute to the child's annual review by writing a brief report and attending the meeting
- Foster links between home and school
- Participate in relevant professional development as deemed appropriate for the needs of the pupil(s)
- Understand and apply the school's policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs
- Maintain confidentiality and sensitivity to the pupil's needs but have regard to the safeguarding procedures of Town Field Primary School
- Carry out duties as directed by the SENDCo or Headteacher

**Other**

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and



allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**



# Teaching Assistant SEN 1-1

## Person Specification

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
AF – Application Form      CQ – Certificate of Qualification      I – Interview				
<b>Qualifications and Training</b>				
GCSE English and Maths Grade C or Grade 4 - 9	x			AF/CQ
NVQ Level 3 in a relevant child development qualification	x			AF
Willingness to attend appropriate training courses to fulfil the functions of the job	x			
<b>Relevant Experience</b>				
Experience working in a primary school with children	x			AF
Experience of working as part of a team	x			AF
Experience of working with children with additional needs		x		AF
Experience of liaising with external agencies/other professionals		x		AF/I
Experience of behaviour management in an educational setting		x		AF/I



<b>Knowledge and Skills</b>			
Excellent communication skills, written and verbal	x		AF/I/C
Commitment to welfare and safeguarding of pupils	x		AF/I/C
A willingness to develop a range of approaches to assist in engaging with pupils and to encourage them to engage with the learning process	x		AF/I/C
An ability to engage with challenging pupils without confrontation	x		AF/I/C
A commitment to inclusion, equal opportunities and fairness	x		AF/I/C
An ability to work on own initiative	x		AF/I/C
An understanding of child protection, confidentiality and health and safety procedures	x		AF/I/C
<b>Other Requirements</b>			
A calm, flexible, pleasant and sympathetic manner.	x		I
A good attendance and punctuality record	x		I

