



# Teaching Assistant Permanent



## Central MAT Office

The Diocese of Coventry Multi Academy Trust  
St James' C of E Academy  
Barbridge Road  
Bulkington  
Bedworth CV2 9PF

## Candidate Information

Teaching Assistant - Permanent  
St Laurence's CE Primary School

***Together, pursuing life in all its fullness***

# Teaching Assistant

## About the Role

The Trust is looking to appoint an inspirational and highly effective Teaching Assistant who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community. The role is 35 hours per week, working Monday – Friday, 8.30am – 4.00pm, term time only + 1 week. Start date September 2026.

In return we can offer:

- A support network of professional colleagues.
- A strong culture of professional development.
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans.
- We are offering a salary of £26,403 - £28,142 full-time equivalent. Grade F, point 7-10. Actual salary £21,673 - £23,100.
- Eligibility to join the Pension Scheme.

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact our school office on [school.office@stlaurences.covmat.org](mailto:school.office@stlaurences.covmat.org) or call 02476 689074 to arrange an informal discussion about the post.

Please note the closing date for applications is Thursday 2<sup>nd</sup> July 2026. The application process and supporting documents can be found on [Mynewterm.com](https://mynewterm.com).

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place WC 6<sup>th</sup> July 2026.

# Job Description

## KEY PURPOSE

Under the lead of the responsible teacher, assist and support teaching and learning for pupils, working with identified individuals or groups and assist in providing for general care, safety and welfare of pupils.

## ACCOUNTABILITIES

The appointee will be line managed by the Class Teacher and Senior Leadership Team.

## PRINCIPAL RESPONSIBILITIES

### Curriculum support:

- Contribute to curriculum planning and evaluation and assist in implementation.
- Assist in the delivery of lessons/sessions and interact with the teacher and pupils as required.
- Undertake agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support and use ICT in learning activities and develop pupils' competence and independence in its use.

### Support for pupils:

- Support individuals or groups during independent/group work, e.g. explain tasks, reinforce key objects/concepts or vocabulary, use practical apparatus, support less able pupils, extend/challenge more able, keep pupils on task, interested, motivated and engaged.
- Occasional support to whole class for short periods (e.g. story reading).
- Help pupils to develop communication skills through play and/or role play activity.
- Promote inclusion and acceptance of all pupils, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social and emotional development of pupils.
- Assist with the development and implementation of EHCP's and other educational support plans, for example safety, medical needs, physical needs such as dressing and changing.
- Use specialist skills, knowledge or training to provide support in specialist areas e.g. developing language skills, emotional well-being.
- Encourage turn taking and reinforce positive interactions between pupils working with any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with pupil supervision on trips off the premises, under the overall guidance of the teacher.
- Monitor and provide safety and welfare of pupils, including tasks associated with their social inclusion and personal / physical care.

### Support to teacher:

- Assist with lesson/activity planning, delivery and evaluation.

- Monitor individual/group achievements of key objectives and provide feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to the assessment and review of pupils' progress.
- Attend pupil review meetings if appropriate.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Undertake routine and non-routine administrative tasks e.g. produce worksheets, administer coursework, etc.
- Liaise with parents/carers, specialist teachers and other professional staff to share and provide information.

### **General:**

- Attend training relevant to the role.
- Work within the Children's Act, ensuring that standards and guidelines are adhered to.
- Understand and ensure Safeguarding and Child Protection procedures, Health and Safety policies and confidentiality procedures are adhered to.
- Administer first aid as appropriate and according to procedures and policies.
- Any other duties that are commensurate with the post.

## **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

## **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.

- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is 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 undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

**The Trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Personal Qualities, Qualifications and Experience</b>						
<b>Qualifications and Experience</b>						
1	Recognised and relevant NVQ Level 2 or above qualification/ or working towards the qualification.	✓		✓		
2	English and Maths GCSE or equivalent	✓		✓		
3	Willingness to undertake further professional development	✓		✓		
4	Recognised first aid certificate		✓	✓		
<b>Professional Experience and Knowledge</b>						
1	Previous experience of working in a classroom environment with pupils	✓		✓	✓	✓
2	Experience of procedures relating to child protection and safeguarding	✓		✓	✓	✓
3	Undertaking some training in SEND e.g. autism		✓	✓	✓	✓
4	Previous experience of working in a classroom environment with students who are disabled or have special educational needs		✓			
<b>Skills and abilities</b>						
1	To effectively use ICT and other equipment – iPad, printers, computers	✓		✓	✓	✓
2	Suitability to work with young children	✓		✓	✓	✓
3	Able to form and maintain appropriate relationships and personal boundaries with children and young people	✓		✓	✓	✓
4	Positive attitude to the use of behavior management strategies	✓		✓	✓	✓
5	Ability to maintain strictest confidentiality and integrity at all times	✓		✓	✓	✓
6	Ability to encourage high standards of pupil behaviour at all times	✓		✓	✓	✓
7	Ability to recognise behaviour giving cause for concern	✓		✓	✓	✓
8	Ability to supervise and assist pupils to ensure they make progress	✓		✓	✓	✓
9	Ability to liaise with other members of staff in a professional manner	✓		✓	✓	✓
10	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓		✓	✓	✓
11	Ability to work constructively as part of a team or individually, understanding school roles and responsibilities and own position	✓		✓	✓	✓
12	Ability to adhere to working procedures and policies within the school environment	✓		✓	✓	✓
12	Ability to communicate effectively at all level	✓		✓	✓	✓
14	Knowledge of the national curriculum	✓		✓	✓	✓

I ..... hereby confirm that I have received a copy of the Job Description for the post of Teaching Assistant.

Signed .....Date .....

