

**Fixed Term  
Teaching  
Assistant &  
MDSA**

30.5hours a week

**Application Pack**

Required for  
June 2026

**Salary:** NJC Scale K for TA and Scale K1 for MDSA

**The Blue Kite**  
Academy Trust

Post	Teaching Assistant / Mid-Day Supervisory Assistant
Contract type	Initially Temporary – until 31 <sup>st</sup> August 2026 <i>with the possibility of extension for an additional year</i>
Hours	31.5 hrs total combined role <b>Monday to Thursday – 8.15am-3.15pm</b> <b>Friday 8.15am-1.45pm</b>
Pay scale	Grade K for <b>27.5hrs Teaching Assistant</b> and Grade K1 for <b>4hrs MDSA</b>
Details	<p>The staff and governors of Abbey Meads Community Primary School are offering an exciting opportunity to join our dedicated team. We wish to appoint an outstanding Teaching Assistant to support children across the school for the hours advertised. The successful candidate must be confident supporting children's Early Learning and <b>must have a PASS in GCSE in English and Maths or equivalent</b>. This is a temporary post working with children with SEND, both on a 1:1 basis and in small groups.</p> <p><b>Come and join our friendly, supportive and inspirational team!</b></p> <p>As part of The Blue Kite Academy Trust, we are a forward-thinking school where staff have fun alongside the children, plan work that excites them and their pupils and have the chance to take risks.</p> <p>You will work with outstanding teachers who let their creativity guide them and have access to the latest technologies, which prepare children for life in the 21st century. We build memories that children will carry with them for the rest of their lives.</p> <p>If you have high expectations, want the best for pupils and want to make a difference, and if you have a sense of humour and a sense of fun, then come and look around Abbey Meads. It might just be the place for you.</p> <p><b>You will be working 30.5 hours per week, term-time only, excluding Teacher Development Days for the times stated above. This includes a paid 45 minute lunch duty and 45 minute unpaid period for your own lunch Monday to Thursday and a 1 hour lunch duty on Fridays with a 30 minute unpaid period for your own lunch.</b></p> <p>Abbey Meads Community Primary School always has the welfare of children as its first priority, and our recruitment procedures include the gathering of information about candidates and their suitability to work with young people. DBS clearances, online searches and references will be obtained prior to appointment.</p>
Closing date	9am –Monday 18 <sup>th</sup> May 2026
Shortlisting date	Tuesday 19 <sup>th</sup> May 2026
Interview date	By invitation Friday 22 <sup>nd</sup> May 2026
Start date	2 <sup>nd</sup> June 2026 or as soon as possible

## Introduction from the Headteacher, Mrs Cunningham

*"We aim to develop conscientious, free-thinking children with a love of learning"*

On behalf of Abbey Meads Community Primary School (AMCPS), I would like to thank you for your interest in the role of Temporary Teaching Assistant. I hope that, having read the information, you will feel excited and inspired to take your interest further and submit your application.

This is an exciting opportunity to work alongside a team of trusted colleagues, share the workload and develop a professional partnership which reflects the School and Trust's values, aims and objectives.

We are looking for a highly driven individual with the qualifications, skills and experience to motivate and inspire our children. ***This includes GSCE passes in English and Maths.***

Applicants should have the desire, ambition and commitment to build on our strengths and create the best possible outcomes for our children.

We would be delighted to hear from you if you are interested in this exciting opportunity to make a real difference to the children of AMCPS. Although temporary, *and no promises are made here*, there is a history of temporary posts extending for longer than initially advertised, as more and more children with special educational needs are allocated places in mainstream school.

To arrange an informal and confidential discussion or if you would like to come and have a look at our school, please contact our School Business Officer, Miss Sarah Swan

[admin@abbeymeads.bluekitetrust.org](mailto:admin@abbeymeads.bluekitetrust.org)

Applicants called to interview will be informed by the end of the day on Tuesday 19<sup>th</sup> May

I look forward to meeting you at interview, should you be successful in being shortlisted.

*Best wishes*

*Mici Cunningham  
Head Teacher AMCPS*

**Abbey Meads Community Primary School**

At Abbey Meads Community Primary School, every child matters, every moment counts and every act of kindness makes a difference.

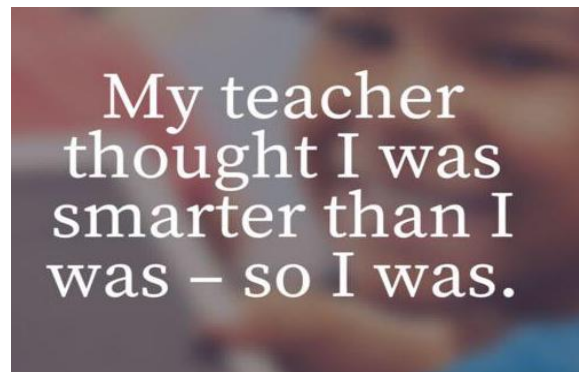
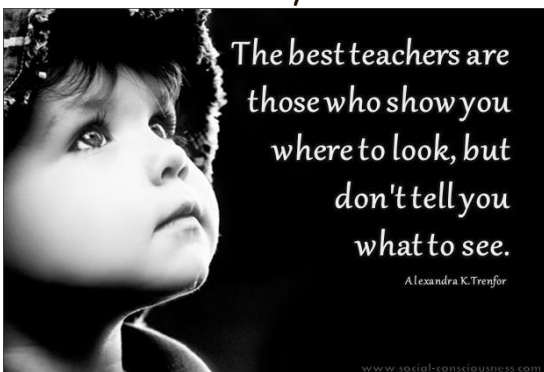
Our simple yet powerful school rules - Be Kind, Be Kind, Be Kind - guide everything we do. We nurture a community where kindness is shown in words, actions and attitudes and where children learn to 'Pay Forward' and be kind to themselves, others and the world around them. We believe that every child in our school, no matter their background or starting point, has the ability to become resilient, confident and successful learners. Through kindness, encouragement and belief we can make a positive difference in all their lives. Our rich and inspiring curriculum aims to develop conscientious, free-thinking children with a life-long love of learning.

At Abbey Meads, kindness is not just what we teach - it's who we are.

## Curriculum Vision

At Abbey Meads Community Primary School, our curriculum is designed to ignite curiosity, inspire creativity and nurture a life-long love of learning. We place reading at the heart of everything we do using it not only for enjoyment, but to open doors across the curriculum and to deepen children's understanding of the world around them. Our curriculum is designed to connect pupils to their immediate locality as well as the wider world; it is strengthened through rich life experiences, which make up our wider curriculum, including trips, visitors and hands on opportunities. We provide an environment conducive to effective learning and value inclusion and challenge, ensuring that every child is supported to achieve their very best.

Our curriculum progresses systematically through clearly identified knowledge and skills and builds on prior learning. Our learning culture embraces change and continual improvement, producing well-rounded individuals equipped with the skills and attitudes needed for future success. We encourage perseverance, determination and reflection, helping children to learn from their mistakes and to consider the impact of their choices. We promote positive relationships across the school by fostering links between older and younger pupils, encouraging responsibility, collaboration and a strong sense of belonging. Pupils are given a meaningful voice through opportunities such as the school council, enabling them to contribute to decision-making and feel empowered within our school community. Above all, our curriculum is filled with wonder, excitement, fun and enjoyment - delivered in a stimulating and secure environment where every child feels valued.



- We expect children and adults to 'set a good example'.  
This is getting people to 'Do As I DO'... no longer 'Do As I SAY'.
- We also ask children to "Pay Forward".  
This means we do not wait until someone does something kind for us and then pay them back... we **Pay Forward**.
- We expect all to keep our three school rules.      1) Be Kind    2) Be Kind    3) Be Kind

You can find out more about our school by visiting our website: [Click Here](https://www.abbeymeads.swindon.sch.uk/)  
<https://www.abbeymeads.swindon.sch.uk/>

## Key Dates

Item	Date	Notes
Closing date for applications	9am Monday 18 <sup>th</sup> May 2026	Applications received after this date and time will not be accepted.
Short-listing for interview	Tuesday 19 <sup>th</sup> May 2026	<i>Only those shortlisted will be contacted</i>
Interview process	Friday 22 <sup>nd</sup> May 2026	Only shortlisted candidates will receive an invite

## The Interview Process

- There will be a formal interview process.
- The panel will include members who have completed **Safer Recruitment** training in line with our policies and commitment to **safeguarding children**.
- The successful candidate will be informed on the day, but will be subject to references, health surveys and DBS checks. **Early application will enable us to request references in advance of interview.** Once again this supports our commitment to safeguarding children, but also allows us to make a firmer offer on the day.

## JOB DESCRIPTION



**Job Title:** Teaching Assistant  
**Post Grade:** K  
**Reports to:** Headteacher/Teacher/SENCO

**Job Purpose:** Under the guidance of the Class teacher, as part of a team, promote the emotional, physical and educational development of a named pupil or groups of pupils.

### **Key Accountabilities:**

Under the direction of the classroom teacher or designated supervisor:

### **Supporting the pupil**

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.
2. Contribute to the monitoring and delivery of Individual Education Plans. (IEP's)
3. Monitor pupils' responses to learning activities and encourage them to take an interest in their own learning.
4. Develop and maintain effective relationships with individual pupils and groups to ensure that pupils achieve learning targets.
5. To be responsible for promoting and safeguarding the welfare of children and young people within the school

### **Supporting the teacher**

1. Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
2. Take responsibility for maintaining accurate records in accordance with school policies and data protection.
3. Provide consistent and effective support for colleagues in line with the responsibilities of this role.

### **Supporting the curriculum**

4. Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.
5. Help pupils to develop their literacy and numeracy skills including reading, writing, number and shape.

### **Supporting the school**

6. Assist with the implementation of a behaviour management programme.
7. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.
8. Accompany teaching staff and pupils on visits, trips and out of school activities as required
9. Assist with the supervision of pupils out of lesson time within the school day and within the contracted hours. For example, break times and assembly.

### **Supporting the Teaching Assistant**

10. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

### **Other duties**

11. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
12. Undertake any other duties that can be accommodated within the grading level and nature of this post.

## Supplementary Accountabilities e.g.

- A. Support pupils with particular needs in developing effective relationships with peers, younger pupils and adults, challenging anti-social behaviour e.g., racism.
- B. Help pupils with particular needs regarding self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- C. Provide support to pupils with cognitive and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.
- D. Provision of personal, social, hygiene, welfare, including minor medical problems and behaviour support of pupils.

## Knowledge and Experience:

### Minimum

- Good general level of education to include **Maths and English GCSE grade 4 or above, (A-C) or further relevant experience in the absence of formal qualifications.**
- Good Knowledge of ICT packages including MS office and email

### Preferred

- Experience of working in a classroom environment to support teachers.
- Level 2 or above Certificate in Supporting Teaching and Learning in Schools (or Equivalent).

### Training

- TAs will be given the opportunity to obtain relevant training.

## Decision Making:

Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions  
Contribute to IEP's  
Assist in planning, delivery and evaluation of learning activities

## Contacts and Relationships:

Headteacher, Class teacher, SENDCo, Education professionals , Parents, Staff, Pupils.

## Creativity and Innovation:

Accurate record keeping, IEP's, Classroom displays

## Emotional Demands:

When responsible for some children with special needs - some will make emotional demands.

Job Scope:

Budget:0

Assets:0

In accordance with the provisions of GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Blue Kite Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.