

Chalgrove Community Primary School Teaching Assistant Recruitment Pack Sept 2026



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Headteacher's welcome

Dear applicant,

I am thrilled that you have chosen to enquire about a post at Chalgrove Community Primary School.

At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners.

How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

Our school is creative, vibrant and a great place to teach. As a school, we encourage individuality and independence. We love that we have a Forest School facility, we love that we facilitate exciting opportunities for our children and we love the freedom we give to our teachers and children – all of this makes us who we are.

We are fortunate to have developed strong links with several different organisations including: Mulberry Bush, Oxford Brookes University and Garsington Opera.

Our current development includes becoming a 'Talk for Writing' school. This project is currently in its second year and this year we were fortunate to continue our journey working with the Mulberry Bush and Oxford Brookes University to become a nurture school.

We are very proud of our Ofsted outcome in April 2025, which recognised our passion, dedication and importantly how we care for and nurture the children we teach.

We are part of the Acer Trust. Details of the trust's ethos can be found in this pack.

We welcome visits to our school, please contact the school office to arrange an appointment (email: office.2452@chalgrove.oxon.sch.uk or call 01865 890385). Alternatively, you can contact me directly by emailing head.2452@chalgrove.oxon.sch.uk and I will be happy to schedule an appointment for an informal chat.

I would very much like to show you around our wonderfully creative and happy school, so please do make contact. I can guarantee the warmest of welcomes.

Kind regards,

Gareth Alcott
Headteacher

Our 3R's underpin our ethos Ready, Respectful, Responsible

Ready

- To try
- To work hard
- To learn
- To take risks
- To be focussed
- To make mistakes and learn from them
- To be on task
- To do as asked - first time, every time
- To help
- To be helped
- To listen

Respectful

- Of everyone
- Of the thoughts and feelings of others
- Of difference
- Of individuality
- Of decisions
- Of school property
- Of the property of others

Responsible

- For my actions
- For giving 100% effort
- For working together
- For not giving up
- For challenging myself
- For being organised
- For being honest
- For being caring and kind
- For always trying my very best
- For good manners
- For having a smart uniform
- For being considerate

At Chalgrove Community Primary School, we expect every member of our community - children, staff, governors, parents and visitors - to behave in an appropriate and courteous manner towards each other, to be polite, thoughtful and considerate. Our school is a learning community and nobody should prevent anyone else from being able to work, learn, play and enjoy being at school.

What do our staff, pupils and parents say?

I love Chalgrove because we get loads of incredible educational opportunities such as; exploring in our forest; learning computing through games like Minecraft; and being part of a kind and caring community.

Pupil reflection

I couldn't imagine starting my teaching career off with a more supportive, helpful, and encouraging school. The closeness of the team has led me to see Chalgrove Primary more as a family rather than a place of employment over these last few years. Leadership has been fantastic, allowing me to develop myself as a teacher in directions I want to, while providing advice and brilliant opportunities along the way. Chalgrove is simply a wonderful place to teach and to grow.

Year 5 Teacher. Joined our school as an ECT

I like being a pupil at Chalgrove because it has amazing teachers and I have really good friends.

Pupil reflection

'Engaging children to learn through fun activities in an environment where they feel cherished and respected'

Parent reflection

The teachers explain things amazingly so that you think it's easy.

Pupil reflection

Chalgrove is a community school, where pupils and families are put at the heart of the curriculum. As a class teacher, you have the flexibility to design the curriculum around your pupils needs and your creative strengths. Chalgrove is an honest and supportive place to work; staff enjoy sharing their experiences with each other and lean on each other when they need advice.'

Miss Crewe Deputy Headteacher

'Chalgrove Primary is an amazing team, who recognise and continuously work to meet the individual needs of all its pupils, within a fabulous and supportive community. It is exciting to share our creative curriculum with the children and we always search for new and even more exciting ideas. The creativity enables our children to be keen, confident, and questioning learners. As they begin to reflect they are able to further develop their individual learning and it's incredibly rewarding to be part of that journey. We are fortunate to have our own Forest School, where the children can fish, build dens, cook, run and climb and then translate their learning experiences through various genres in the classroom.'

Mrs Hawkins Pastoral Lead

Acer Trust

Formed in 2017 the Trust currently has 9 schools (4 secondary and 5 primary). The Acer Trust is a Multi-Academy Trust founded on collaborative partnership. We believe that by working together with a common collective purpose of improving learning for all, we can ensure a better education for all the learners in our trust.

Trust Values

The values of the Acer Trust underpin everything we do. We are a learning organisation and our values are for all learners in the trust: pupils and students, staff, governors, trustees and parents. All the schools in the trust share a commitment to these values:

- **Collaboration** - We contribute collectively sharing responsibility for the Trust's success and ensuring all thrive within it.
- **Big-heartedness** - We are committed to interacting with kindness, warmth and consideration, recognising the value of every individual.
- **Trust** - We collaborate openly and honestly, prioritising the best interests of all students and staff.
- **Ambition** - We are ambitious for all, guiding students and staff to discover a world of opportunities, building resilience and pushing their limits to achieve excellence.

Why work for Acer Trust

All of our staff make an important contribution to the success of our pupils and students. We are proud of our teams and always looking for talented individuals to join us.

Learning at our core

We are a learning organisation at our core, and we consider every member of our community to be a learner. We support our staff to learn with and from each other, both within and between our schools, to ensure that we can provide the best possible education for every pupil and student in the Trust's schools.

This means that we work together to further strengthen our high-quality teaching and learning by creating opportunities to share and develop our practice, whether in the classroom or behind the scenes.



Children at the centre

At the Acer Trust, we make sure that we keep children at the centre of our thinking and constantly challenge ourselves to consider the success of our pupils and students in our decision making. Working at Acer Trust, whether in one of our schools or in the Central Team, you will be part of a collaborative team that is wholly committed to providing the best possible education for the children in our care.

Committed to wellbeing

We recognise that the wellbeing of our staff is paramount to the success of our schools. We are committed to supporting and enabling our staff to lead healthy lives and enjoy their work. In recognition of this commitment, we have signed up to the Department for Education's Staff Wellbeing Charter (<https://www.gov.uk/guidance/education-staff-wellbeing-charter>).

The benefit of an excellent Pension Scheme

As a member of staff at Acer Trust, you can join a generous career average pension scheme, which offers significant contributions from the employer. Teachers become members of the Teachers Pension Scheme and Support Staff join the Local Government Pension Scheme (LGPS). These schemes also offer a death in service grant similar to life insurance as part of your contributions.

Job advert

Closing Date: 8am, 13 July 2026

Interview Date(s): 15 July

Job Start Date: Sept 2026

Contract: Permanent

Salary: Grade 4 (FTE £25,185 or £13.05) pro-rata for working hours less than 37 hours

Hours of Work: to be discussed during the interview

Contact e-mail address: smathew@acertrust.org.uk

Visits to our school are warmly welcomed. To arrange a visit please contact our School Office on 01865 890385 or email office.2452@chalgrove-oxon.sch.uk

About school

Chalgrove Community Primary School are a thriving local school set in the beautiful countryside in rural Oxfordshire. We are very much at the heart of our community and we are lucky to have such supportive families. At Chalgrove Community Primary School, we want our children to be curious, to question and to challenge ideas. We want our children to engage, to be inquisitive and to be proactive learners. How do we achieve this? We do this through creating a curriculum that is exciting and never static. We facilitate learning opportunities beyond the classroom and we continually reflect in order to improve.

We are looking to recruit a Teaching Assistant. Our successful candidate will be:

- Be thoroughly committed to enabling all children to reach their full potential
- Have high expectations for children's attainment and progress
- Be a creative, passionate and forward-thinking individual, who places high value on their own professional development in order to improve continuously as a practitioner
- Be someone who is motivated, flexible, resilient and a true team player
- Be patient, kind, considerate and prepared to go the extra mile
- Fully immerse themselves in school life and will be committed to working within our warm & friendly team

We will offer our successful candidate a school that:

- Is dedicated to offering the very best for its children with a focus on enrichment
- Enjoys positive relationships between staff, children and families
- Is happy, vibrant and positive
- Is creative, open to ideas and seeks opportunities for its children and staff

- Really cares for its staff team
- Supports and encourages continuous professional development

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We also reserve the right to interview shortlisted candidates ahead of the closing date.

Please be advised that references may be requested on receipt of your application. Please state if you wish this to be delayed until shortlisting/interviews have taken place.

Variable hours Policy

This position is subject to a variable hours clause where the contracted hours can be reduced by a third. This enables schools to manage the fluctuations in pupil's needs that can occur from one year to the next while offering a permanent contract.

Safeguarding Statement:

The Acer Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All applicants are considered confidentially and according to the nature of the role and information disclosed

Job description

Job Title: Teaching Assistant
Grade: 4
Responsible to: The Headteacher

Relationships:

Liaison with the teaching and non-teaching staff of the school, Governors, Parents, Children, Advisors and other Professionals

Purpose of job:

To work under the instruction of the teaching or senior staff to undertake work in order to enable access to learning for all pupils. To assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

- To support children's learning and to share in the care and wellbeing of the children throughout the school.
- To support the emotional, behavioural and pastoral needs of all pupils, including children with SEN.
- To support individual and small groups of children in the curriculum to accelerate their learning
- To carry out specific administrative/ procedural tasks to support the class teacher.
- To be involved in the planning, development and delivery of intervention strategies and individual support plans.
- To observe and monitor pupils progress and adapt agreed approaches to their particular needs.
- To supporting the organisation of and maintaining the learning environment.
- Provide support and assistance for children's pastoral needs as appropriate, when trained & all statutory documents are in place (e.g. dressing, going to the toilet, the changing of nappies or the administration of medication)
- To assist in the assessment and maintenance of children's records.

To undertake all of the following:

- Work as part of a team and assist the teacher to ensure quality education for the children.
- To promote the development of numeracy, literacy, language and speech, including providing additional support to children with special needs or to bilingual learners, by working alongside the teacher.

- Liaise and plan with the teacher to support all pupils in their learning
- Work or play with individuals/small groups of children by planning and carrying out relevant activities that accelerate and raise the level of achievement for all pupils involved in all areas of the curriculum, under the guidance of the teacher.
- Assist the teacher by receiving instructions directly from professional or specialist support staff involved in the children's education. These may involve social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Report any concerns regarding children's welfare or education, to the classteacher or designated officer for safeguarding.
- Under the direction of the teacher, liaise with parents as appropriate, maintaining sensitivity and confidentiality at all times.
- Assist with the reception and departure of children at the beginning and end of school sessions.
- Assist with maintaining good discipline throughout the school at all times, following school procedures. When directed, escort and supervise pupils on planned visits/journeys.
- To maintain confidentiality in and outside the workplace.
- To understand and comply with school policies and procedures.
- To assist with the support of pupils, sometimes involving one to one.
- Attend appropriate staff meetings and training days/events as requested.
- Participate in training and other learning activities and performance development as required.

When covering for Class Teachers (*It is the class teacher's responsibility to plan the learning in their class*)

- Contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests.
- Monitor pupils' responses to learning tasks and modify their approach accordingly.
- Monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they are learning.
- Communicate effectively and sensitively with pupils to support their learning.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.
- Recognise and respond effectively to equal opportunities issues as they arise, including challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.

- Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.

When covering lunch duties:

- To supervise pupils in designated areas of the school during the lunchtime break to ensure their safety, wellbeing and general conduct through appropriate application of the school's policies and procedures.
- To follow the guidance set out in the school Behaviour Policy to secure high standards of behaviour
- To be aware of the positioning of other staff on duty to ensure good supervision of all areas
- To organise and support the children in playing constructively together, interacting positively with the pupils
- To ensure the well-being of the children in your care and nurture their self-esteem through positive interaction.
- To act as an excellent role model
- To promote positive attitudes through encouraging dialogue and modelling problem-solving techniques
- To assist in maintaining an attractive environment (encouraging children to tidy away lunchboxes, uniform and litter)
- Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session
- To look after playground equipment and ensure it is kept in good order
- To encourage the children to have good table manners whilst eating lunch
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance where required. Recording relevant First Aid incidents in accordance with procedures in place.

Other Responsibilities:

Any other duties required by the teacher or Headteacher within the scope of this post. The postholder shall ensure that the duties of the post are undertaken with due regard of the School's Health and Safety Policy and their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Accountability:

We expect all employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work



that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Variable hours Policy

This position is subject to a variable hours clause where the contracted hours can be reduced by a third. This enables schools to manage the fluctuations in pupil's needs that can occur from one year to the next while offering a permanent contract.

Safeguarding Children and Young People

Acer Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check

Person specification

Qualifications and training	Essential	Desirable
Teaching Assistant NVQ Level 2 or 3 (or equivalent qualifications or experience)		✓
Excellent numeracy/literacy skills – ideally GCSE standard (or equivalent) in English and Maths	✓	
Willingness to undertake training relevant to the post	✓	
Training relevant to working with children (First Aid, Safeguarding etc)		✓
Adequate ICT skills to be effective in your job (i.e. to support learning activities)	✓	
Experience/employment record	Essential	Desirable
Experience of working with children of relevant age in a learning environment	✓	
Professional skills, knowledge and understanding	Essential	Desirable
General understanding of National / Foundation Stage Curriculums and other basic learning programmes/strategies		✓
Good understanding of child development and learning	✓	
Able to follow instructions, self-organised and is willing to be flexible and adaptable	✓	
Ability to work as part of a team, and lead when required	✓	
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	

Able to form and maintain excellent relationships at all levels	✓	
Personal qualities	Essential	Desirable
Able to form and maintain excellent relationships at all levels	✓	
Committed to working with parents to promote educational and social development of children	✓	
Committed to working with children in a manner that best ensures an excellent learning relationship	✓	
Committed to upholding confidentiality at all times	✓	
Excellent communication skills	✓	
Energy, resilience, self-motivation and sense of humour	✓	
High expectations of yourself and of children	✓	
Be prepared to add to the life of the whole school and be willing to contribute to the range of extra- curricular activities and PTA/school events.		✓

We recommend that you look through our website to gain a good understanding of our school, and should you wish to ask any questions prior to submitting an application we will be happy to organise a telephone conversation with the Headteacher.

New staff induction

At Chalgrove Community Primary School, we offer a bespoke induction process. Every new member of staff will be allocated a mentor who will support with the day to day aspects of teaching and learning. Initial meetings will determine the exact level of support required.