



MONTPELIER PRIMARY SCHOOL

RECRUITMENT PACK

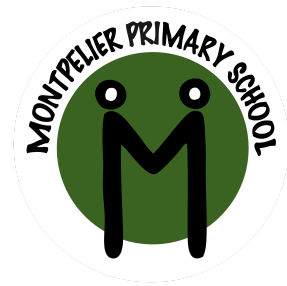


Proud to be part of the
GREENSHAW
LEARNING TRUST

Montpelier Primary School,
North Down Road,
Plymouth,
Devon,
PL2 3HN

Telephone: 01752 216160

Email: admin@mpsplymouth.net



Dear candidate

Thank you for your interest in the role of Teaching Assistant at Montpelier Primary School.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Montpelier Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information by emailing admin@mpsplymouth.net. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Aaron West, Headteacher

ABOUT OUR SCHOOL

We are the largest primary school in Plymouth and one of the largest in the Southwest. At Montpelier Primary School, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give pupils at Montpelier Primary School a better chance of success than if they attended any other school in the country. Our school family is friendly, innovative and forward thinking. Pupils' learning behaviours are strong and our staff are highly motivated and experienced.

Inherent in everything we do is a culture of high expectations and aspiration. We are firm in our belief that every child is unique; with their own strengths and interests. We strive to ensure that every child and adult who is part of our school can be Curious, Creative and Confident.

Our school was rated as 'Good' in September 2019 and we are delighted to share that in our inspection in November 2024, Ofsted shared that 'Montpelier Primary School has taken effective action to maintain the standards identified at the previous inspection.'

Our website provides a glimpse of how we look to deliver enjoyable and meaningful learning opportunities.

[Montpelier Primary School - Plymouth](#)

TERMS AND CONDITIONS

CONTRACT

Fixed term until 31st August 2027.

SALARY

Salary calculated in line with National Joint Council Support Staff Grade C Pay Scale, point 5 - point 7

Full time salary £25583 - £26403 Actual salary £11925 - £12307

(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)

HOURS OF WORK

20 hours per week. There can be some flexibility with the working pattern, but the hours will normally be worked between 8.00am and 4.00pm, Monday to Friday. Term time plus inset days.

PLACE OF WORK

Montpelier Primary School, North Down Road, Plymouth, Devon, PL2 3HN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Teaching Assistant
Responsible to:	SENCo
Responsible for:	N/A

ROLE OVERVIEW

To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.

Duties may be carried out in the classrooms or outside the main teaching area.

MAIN DUTIES AND RESPONSIBILITIES

Support for pupils:

1. Develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported;
2. Organise and provide particular support for pupils, ensuring their safety and access to learning activities;
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and explaining instructions;
 - Ensuring the pupil is able to use equipment and materials provided;
 - Assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
 - Helping pupils to concentrate on and finish learning set;
 - Meeting physical needs as required whilst encouraging independence;
 - Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes;
 - Developing appropriate resources to support the pupil;
 - Providing support for individual pupils inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. Establish constructive relationships with pupils and interact with them according to individual need;
5. Promote the inclusion and acceptance of all pupils;
6. Set challenging and demanding expectations and promote self-esteem and independence;
7. Provide the necessary pastoral care to enable pupils to feel secure and happy;
8. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher;
9. Provide additional support for Pupil Premium pupils.

Support for teachers:

10. Assist the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils;
11. Monitor pupil's responses to learning activities and accurately record achievement as directed;
12. Provide detailed and regular feedback about the pupils to the teacher;
13. Contribute to the maintenance of pupil's progress records;
14. Participate in the evaluation of support programmes;
15. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage pupils to take responsibility for their own behaviour;
16. Establish constructive relationships with parents/carers;
17. Administer routine tests and undertake routine marking of pupil's work;
18. Support class teachers in photocopying and other tasks in order to support teaching.

Support for the curriculum:

19. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
20. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher;
21. Support the use of computing in learning activities and develop pupils' competence and independence in its use;
22. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

23. Supervise whole classes during the short-term absence of teachers, with the primary focus being to maintain order and keep pupils on task;
24. Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
25. Provide assistance with pupil first aid and welfare issues;
26. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
27. Contribute to the overall ethos/work/aims of the school;
28. Be flexible in allocation and deployment in order to cover short and long term sickness;
29. Be deployed within the school Breakfast Club as required;
30. Undertake break and lunch time supervision duties as required in order to maintain a continuity of transition between classroom and playtime behaviour expectations;
31. Appreciate and support the roles of other professionals;
32. Attend and participate in relevant meetings as required;
33. Where appropriate develop a relationship to foster links between home and school;
34. Liaise, advise and consult with other members of the team supporting pupils as appropriate;
35. Contribute to reviews of pupil's progress as appropriate;
36. Set a good example in terms of dress, punctuality and attendance;
37. Prepare and present displays of pupil's work as required;
38. Undertake other agreed duties from time to time as required by the Headteacher/SLT.

Standards

- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

Personal Development

Participate in a programme of CPD

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Strong academic record, including English and Maths GCSE at Grade 4 or equivalent	x	
Level 2 for Teaching Assistants or equivalent		x
Willingness to undertake induction and ongoing training	x	
Training in relevant intervention programmes		x
First Aid training as appropriate (or willingness to undertake this)	x	
Skills and Experience		
Experience of SEND and having an understanding of supporting children with additional needs	x	
A basic understanding of principles of child development and learning processes	x	
An ability to comply with all school policies, guidance and codes of practice	x	
Ability to develop positive and effective relationships with both children and adults	x	
Work effectively within a team, understanding classroom roles and responsibilities	x	
Ability to provide effective feedback to pupils to enhance their learning	x	
Ability to provide objective feedback to others on pupil achievement and progress	x	
Ability to appropriately mark, respond to, and record outcomes of pupils' learning	x	
Operate effectively to prioritise the safety of pupils at all times	x	
An understanding of relevant school policies, guidance and codes of practice		x
A general understanding of the national and foundation stage curriculum		x
An understanding of relevant learning programmes, strategies and interventions		x
Knowledge of developing and implementing Individual Education Plans		x
Knowledge of implementing Behaviour Plans and Personal Care programmes		x
Ability to use ICT and relevant technologies effectively to support learning, e.g. Bromcom, interactive whiteboards		x
Demonstrate effective behaviour management and organisational skills		x
Ability to assist with pupil first aid and welfare issues		x

Personal attributes		
Ability to communicate effectively with colleagues, pupils, parents and other visitors in a professional manner	x	
Ability to work constructively as part of a team, making a positive contribution, whilst building good relationships with colleagues	x	
Ability to show initiative and work under pressure, multi-task and manage time effectively	x	
Ability to work flexibly to support others and respond to unplanned situations	x	
Respect diversity and promote equality in all aspects of the role	x	
Desire to enhance and develop skills and knowledge through CPD	x	
Demonstrate a commitment to safeguarding and the highest standards of child protection	x	
Commitment to the school's ethos, aims and its whole community	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 1st September 2026. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held week commencing 7th September 2026. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so.

TAKING UP POST

The successful applicant will take up the post from September 2026.



GREENSHAW
LEARNING TRUST



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