



Teaching Assistant (Level 3)

Maternity Cover

Information for Applicants

June 2026





Contents

1. About Cavendish Education Trust
2. Letter from Peter Marchant - Chief Executive Officer
3. About Cavendish School
4. Staff Wellbeing
5. Job Description
6. Person Specification
7. Staff Testimonials
8. How to Apply

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About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

Peter Marchant

Chief Executive Officer (CEO)

About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





JOB DESCRIPTION

JOB TITLE	Teaching Assistant (level 3)
GRADE	Single Status Grade 4
RESPONSIBLE TO	Head of Primary Phase / Assistant Headteacher

JOB PURPOSE

To work under the professional guidance of senior staff (primary and secondary phase) to implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas.

Provide high quality, inclusive, learning experiences and care for all children and to liaise and interact effectively with the teaching staff, parents and carers in order to enable access to learning, and to support achievement and progress, and promote the welfare of all children

To assist in the whole planning cycle and the management/preparation of resources. To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment
2. To work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against the Early Learning Goals
4. To read and understand individual SEN statements, Educational, Health and Care Plans and School Based Plans
5. To establish productive working relationships with pupils, acting as a role model and setting high expectations
6. To promote the inclusion and acceptance of all pupils within the classroom and to support pupils consistently whilst recognising and responding to their individual needs
7. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
8. To supervise pupils during break and lunchtimes. This will involve canteen duties, playground/break time supervision and supporting activities during playtime.
9. To promote independence and employ strategies to recognise and reward achievement and self-reliance

10. To implement agreed learning activities/teaching programmes, adjusting activities according to pupils' responses/needs
11. Work in partnership with the teaching staff to ensure that appropriate differentiated learning activities are planned, delivered and monitored regularly, in order that children are working towards the expected outcomes as stated in the early years' guidance
12. To support the use of ICT in learning activities and develop pupils' competence and independence in its use and to use specialist (curricular/learning) skills to support pupils
13. Ensure hygiene requirements are met for pupils and the learning environment
14. Under the general guidance of the teacher, work closely with all children on an individual basis and in group situations to support their learning. Contribute to assessment by making observations, recording the progress of individual children and sharing information concerning individual children and their needs with colleagues, in line with school policy
15. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents as directed
16. To assist in the induction of new members of staff and to supervise pupils on visits, trips and out of school activities as required.
17. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
18. To provide general clerical/administrative support e.g. produce worksheets for agreed activities
19. Prepare and maintain, as part of the team, a welcoming environment where all children and parents feel valued and supported.
20. To attend and participate in regular meetings and to participate in training and other learning activities offered by the school to further knowledge
21. To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
22. To carry out the above duties in accordance with the School's Policies and Guidelines

This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.

Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.

PERSON SPECIFICATION

Teaching Assistant



Essential Criteria	
Education & Qualifications	<ul style="list-style-type: none"> GCSE Grade C or above in English and Maths
Key Skills & Abilities	<ul style="list-style-type: none"> Ability to provide classroom cover within agreed parameters – in the absence of the class teacher Ability to consistently and effectively implement agreed behaviour management strategies Ability to use language and other communication skills that pupils can understand and relate to Ability to establish positive relationships with pupils and empathise with their needs Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupils to stay on task Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills Ability to assist in the recording of lessons and assessment as required by the teacher Ability to offer constructive feedback to pupils to reinforce self-esteem
Knowledge & Experience	<ul style="list-style-type: none"> Experience of supporting children in a classroom environment, including those with special educational needs Experience of using Information Technology to support pupils in the classroom Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment Knowledge of SEN Code of Practice Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils
Personal Attributes	<ul style="list-style-type: none"> A commitment to giving children and families the opportunity to reach their full potential Willingness to maintain confidentiality on all school matters

Desirable Criteria	
Education & Qualifications	<ul style="list-style-type: none"> NVQ 3 for teaching assistants or equivalent Evidence of further and relevant training Qualified in first aid

Staff Testimonials

From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.

- Primary Teacher

Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.

- Secondary Teacher

The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.

- Teaching Assistant



How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email hr@cet.uk



Cavendish School

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