



Higham Ferrers Junior School

Teaching Assistant Candidate Pack



To apply: Applications must be made via the School's My New Term portal, available through our website www.learningforlifetrust.org.uk/working-for-us/vacancies. Please include a supporting statement outlining your strengths and suitability for the role.

The closing date for applications is 9:00 am on the 28th September 2026



Learning for Life Education Trust
Stronger together



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Welcome letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Higham Ferrers Junior School.

I am delighted that you have taken the opportunity to consider joining our hardworking and dedicated staff team.

This position offers an exciting opportunity to make a real difference in the lives of children while working as part of a supportive and inclusive school community. As a Teaching Assistant, you will build positive relationships with enthusiastic and well-behaved pupils, support their academic achievement and personal development, and help create an environment where every child can thrive.

Please do not hesitate to get in touch if you have any questions about our schools.

Best wishes

Lucy Sadler and Emma Johnson
Headteachers
Higham Ferrers Junior School



Our school

Our school is a nurturing environment and a happy place because children, secure in and familiar with their surroundings, are more likely to learn and achieve success. Our learning environment allows the freedom for mistakes, providing opportunities to learn from them in order to build confidence and resilience creating independent thinkers.

We work openly with our community, actively engaging in local events and welcome parental support.

The children at Higham Ferrers Junior school are at the centre of all we do and we involve them as much as we can in making the school and their learning journey the best it can be.

Our staff and local governance committee work hard to ensure that all our children feel safe, love learning and work hard! We are very fortunate to benefit from a highly supportive and loyal parent community.

We are proud to be part of the [Learning for Life Education Trust](#).

View our latest OFSTED reports [here](#).



Our School Vision, Values and Aims

Be curious - Be creative - Be confident

- We are curious by providing opportunities for children to encounter all areas of education experience: aesthetic and creative, ethical, linguistic, mathematical, physical, scientific, social and spiritual.
- We are creative by working in an atmosphere in which quality learning can be achieved through the provision of experiences which stimulate the imagination, develop creative awareness, a keenness for exploration and a quest for understanding.
- We are confident by fostering a sense of community, emphasising both the rights and responsibilities of all members and upholding those rules and values which are necessary to prepare children for life within the wider community. We aim to provide them with a positive awareness of what it means to be a good citizen.
- We strive to create a happy, safe and welcoming environment which promotes and stimulates children's learning and which provides equal opportunity for all children to reach their potential. We acknowledge and foster each child's worth and individual talents, regardless of gender, race, creed or disability. We aim to provide each individual with a strong sense of wellbeing and belonging. We generate respect and caring for others through helping and sharing, encouraging respect for property and for the environment.

Job Advertisement: Teaching Assistant, HFJS

We are looking for two enthusiastic and committed Teaching Assistants to join our team at Higham Ferrers Junior School who are dedicated to providing the best education experience for our children.

They should:

- Want to work with enthusiastic and well-behaved children
- Build positive relationships with pupils
- Value personal development as well as academic achievement
- Have good literacy and numeracy skills
- Demonstrate enthusiasm for all teaching and learning activities
- Have experience of working with pupils with a variety of needs
- Be dedicated to providing the best education experience for our children.
- Want to contribute to a culture that prioritises pupil and staff wellbeing.

We are an inclusive and supportive community who will provide excellent opportunities to develop professionally. Our dedicated leadership team is committed to continuous improvement. We work together with our partner schools in the Learning for Life Education Trust, a locally based multi-academy trust.

Hours of work: You will be required to work 31 hours and 40 minutes per week (8:35am – 3:25pm with 30 minutes for lunch), Monday-Friday, 39 weeks per year. Please note that holidays cannot be taken in term time, but an allowance for holiday entitlement is paid accordingly.

Salary: Grade D, Scale points 3-4, £25,614 - £26,017 FTE (Pro rata for part-time)

Contract: Named child contract. Your contract will be linked to the funding of the named child. When the child leaves the school, the contract will end.

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Our Trust is committed to safeguarding and promoting the welfare of children. Successful applicants will be subject to an enhanced DBS disclosure and must have suitable references. This process assists us in maintaining a safe environment for pupils and staff.

We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.



Job Description: Teaching Assistant, HFJS

Salary: Grade D, Points 3-4
Contract: Full Time, Named child contract.

Role summary:

- To support the learning and development of pupils.

Key Tasks and Activities:

- Implement agreed school policies and guidelines.
- Support initiatives decided by the Headteacher and staff.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Be able to set clear targets, based on prior attainment, for pupils' learning.
- Provide a stimulating classroom environment, where resources can be accessed appropriately by all pupils.
- Teacher high-quality stimulating lessons appropriate to the children's needs and abilities.
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
- Report to parents on the development, progress and attainment of pupils.
- Maintain constructive and supportive relationships with parents.
- Maintain good order and discipline amongst pupils, in accordance with the school's behaviour policy.
- Participate in meetings which relate to the school's management, curriculum, administration or organisation.
- Communicate and co-operate with specialists from outside agencies.
- Lead, organise and direct support staff within the classroom.
- Participate in the performance management system for the appraisal of their own performance, or that of other teachers.
- To promote and follow school improvement plans.
- To work in collaboration with the other members schools of the Trust.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of tasks expected to be carried out. It will be reviewed annually in conjunction with the appraisal process and planning for the next year. It will be reviewed and be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification – Teaching Assistant, HFJS

Attributes	Essential	Desirable
Qualifications	GCSE grade C/4 or above in English and Maths or NVQ Level 2 or equivalent qualification	- Certificate or Diploma in Childcare and/or Education - Education beyond GCSE level - First Aid Training
Experience	Proven experience working with or caring for primary school aged children	- Previous experience of working as a teaching assistant or considerable volunteer experience in schools - Experience of delivering phonics - Experience of supporting Writing/Maths - Experience of delivering interventions with individuals and small groups of children - Worked with children with additional needs
Knowledge and understanding	- Understanding of child development and how it affects learning - Knowledge of intervention strategies used with underachieving and/or pupils with special needs - Appropriate awareness of data protection, security and confidentiality	- General understanding of the National Curriculum and other basic learning programmes - Experience
Skills	Appropriate IT skills	
Personal Characteristics	- Maintains confidentiality - Ability to work as part of a team - Has a calm and empathic approach with staff, pupils and parents - Willingness to learn and develop skills - Ability to adapt to a variety of situations - Demonstrates initiative in working with pupils and staff in the classroom	

Safeguarding Statement

The successful candidate must demonstrate a commitment to safeguarding and promoting the welfare of children and young people. The post is subject to enhanced DBS clearance and satisfactory references.

