



Hatton Park Primary School



Hatton Park Primary School TEACHING ASSISTANT Recruitment Pack





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About

Hatton Park Primary School



John Canavan – Head Teacher

Welcome to Hatton Park Primary! We are a happy and friendly primary school that has been steadily growing over the last few years. We have a beautiful building and grounds with wonderful children and staff. We all enjoy teaching and learning in such a lovely place. Come and see for yourself!

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. They are represented by our 6Rs:

- **Reflective:** being able to look at things from another point of view.
 - **Risk-taking:** being adventurous with our ideas and our learning.
 - **Relationships:** working with others at school, at home and in the community.
- Through our School Values, we will:
- help each individual to discover and develop new skills and abilities.
 - guide children and adults to be the best that they can be.
 - provide challenge and support to achieve high standards.
 - provide an environment where learning is engaging and exciting.
 - care for and value everyone in the school community.
 - provide a secure and respectful environment.
 - encourage children to share the responsibility for their own education.
 - promote good relations with others at school and in the community.
 - encourage children to be moral, self-disciplined, hardworking and caring.
- **Resilience:** never giving up no matter how tricky it may seem.
 - **Respect:** taking care of ourselves, each other and our school
 - **Responsibility:** rising to what is expected of us.



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A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 32 academies (including 16 primary, 3 special and 12 secondary schools and one all-through school). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free

schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



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Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



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Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



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High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all



Why work for us?

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 32 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply

To apply please complete the online form on [MyNewTerm](#). Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 11/12/2025 by midday

Interviews: Week of 15/12/2025

Applying: Teaching Assistant

For any questions about the application process please contact:

Email: Caroline Day (Primary

Recruitment Officer – email address is cday@meridiantrust.co.uk)

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.



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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Based on Level 1
JD Reference:	STD TA 01
School/Academy:	Hatton Park Primary School
Weeks:	38 Weeks
Hours of work:	22 Hours per week
Salary:	Grade 4 Points 3-5
Responsible to:	Headteacher

Role:	To support the teaching of pupils
Purpose of job:	<p>To assist the classroom teacher in the support and inclusion of children</p> <p>To support access to learning for pupils and encourage interaction and independence</p>

Responsibilities and Accountabilities:

Support for Pupils:

- Supervise the activities of individuals or groups of children to ensure their safety and welfare
- Establish and keep supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks
- Promote the inclusion and acceptance of all students
- Aid the learning of children by:
 - Clarifying and explaining instructions
 - Ensure that the child can use the equipment and materials supplied
 - Motivate and encourage the child as needed
 - Aid in weaker areas, e.g., spelling, handwriting, reading etc
 - Help students to concentrate and to finish the work set

Support for Teachers:

- Prepare the classroom for lessons as directed
- Undertake support activities as needed, e.g., photocopying, mounting displays, filing, etc
- Undertake student record keeping as requested
- Contribute to the management of student behaviour

Support for the Curriculum:

- Support pupils to understand instructions

- Support pupils in respect of local and national learning strategies e.g., literacy, numeracy, phonics as directed by the teacher
- Support the use of ICT in the curriculum

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person
- Accompany staff and students on visits, trips and out-of-school activities as needed
- Develop and keep effective working relationships with other staff
- Attend relevant meetings as needed

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend staff meetings
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/run all equipment within Health and Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available,

particularly when related to the use of ICT, for data management and record keeping

- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding:

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Designated Safeguarding Officer of any issues relating to the safety and well-being of pupils

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager. This job description is subject to review and may be changed following consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

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

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022



Person Specification Teaching Assistant Level 1	<p>Assessment Key:</p> <p>A = Application Form</p> <p>I = Interview</p>
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Teaching Assistant qualification or willingness to work towards one		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment		✓	A/I
4	Experience of working with children across all key stages		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Some understanding of the education system	✓		A/I
6	Some knowledge of the SEND Code of Practice		✓	A/I
7	Some understanding of how children learn	✓		A/I
8	Some understanding of phonics, numeracy, and literacy development	✓		I
9	Knowledge of the concept of confidentiality	✓		I
10	Awareness of child protection issues	✓		I
11	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
12	Able to make and sustain positive relationships with children	✓		I
13	Able to work closely with pupils who are finding learning difficult	✓		I
14	Good written and oral communication skills	✓		I
15	Ability to contribute to team meetings and contribute ideas	✓		I

Personal Qualities		Essential	Desirable	Assessment
16	Willingness to undergo further training and development	✓		I
17	Positive and enthusiastic approach towards work	✓		I
18	Ability to act on own initiative	✓		I
19	Kindness and empathy towards students and colleagues	✓		I
20	Ability to work as part of a team effectively			I
Child Protection		Essential	Desirable	Assessment
21	Support the Academy policies on safeguarding and child protection.	✓		A/I
Other		Essential	Desirable	Assessment
22	Flexibility of working hours	✓		A/I

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – based on Level 2
JD Reference:	STD TA 02
School/Academy:	Hatton Park Primary School
Weeks:	38 Weeks
Hours of work:	22 hours per week
Salary:	Grade 5
Responsible to:	Headteacher

Role:	To support the teaching of students
Purpose of job:	Working under the direction of the Class Teacher to enable access to learning for students and to aid the Class Teacher in the management of students and the classroom

Responsibilities and Accountabilities:

Support for Pupils:

- Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for pupils

- Take responsibility for adapting and delivering learning activities with individuals or small groups who would receive help from a different learning approach as agreed
- Encourage and promote the inclusion and acceptance of all pupils
- Aid the learning of students by:
 - Clarifying and explaining instructions
 - Ensure that the child can use the equipment and materials supplied
 - Motivate and encourage the child as needed
 - Support students in respect of local and national learning strategies, e.g., literacy, numeracy, phonics, KS1, KS2 etc
 - Develop the correct resources to support the pupils
 - Help students to concentrate and to finish the work set
 - Liaise with the Class Teacher about Individual Education Plans (IEPs)
- Supply feedback to students about progress and achievement under the guidance of the teacher

Support for Teachers:

- Organise the learning environment and develop classroom resources as needed
- Monitor and track progress and provide feedback to aid in developing IEPs for children with additional needs
- Supply detailed and regular feedback to teachers on pupils' achievement, progress, problems, etc
- Contribute to the management of student behaviour, including anticipating and preventing potential problems from arising
- Undertake support activities for the Teacher as needed

Support for the Curriculum:

- Undertake programmes linked to local and national learning strategies - e.g., literacy, numeracy, phonics, KS1, KS2 etc- recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Supply targeted support to enhance learning and improve attainment

Support for the School:

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to a suitable person

- Accompany staff and students on visits, trips and out-of-school activities as needed
- Develop and keep effective relationships with other staff, parents, and carers
- Attend relevant meetings as needed

Support for School/Academy/Place of work:

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/operate all equipment within Health and Safety and other legal regulations, including risk assessment
- Contribute to the maintenance of a safe and healthy environment

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

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

Person Specification Teaching Assistant Level 2	Assessment Key: A = Application Form I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Level 2 or above Teaching Assistant qualification or willingness to work towards this		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment, including those with a range of learning needs or challenging behaviour		✓	A/I
4	Experience of working with children across all key stages with evidence of having achieved successful pupil outcomes		✓	A/I

Knowledge and understanding		Essential	Desirable	Assessment
5	An understanding of the education system	✓		A/I
6	A good knowledge of the SEND Code of Practice		✓	A/I
7	Understanding of how children learn	✓		A/I
8	Understanding of phonics, numeracy, and literacy development	✓		I
9	A sound grasp of the concept of inclusive practice	✓		I
10	Knowledge of the concept of confidentiality	✓		I
11	Awareness of child protection issues	✓		I
12	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
13	Good at making and sustaining positive relationships with children	✓		I
14	Good at developing children's self-esteem and motivation so that they become resilient, independent learners	✓		I
15	Able to work closely with pupils who are finding learning difficult, or those who have experienced a feeling of failure	✓		I
16	Good written and oral communication skills	✓		I
17	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
18	Willingness to undergo further training and development	✓		I
19	Positive and enthusiastic approach towards work	✓		I
20	Ability to act on own initiative	✓		I
21	Kindness and empathy towards students and colleagues	✓		I

22	Ability to work as part of a team effectively	✓		I
Child Protection		Essential	Desirable	Assessment
23	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
24	Flexibility of working hours	✓		A/I



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Midday Supervisor
JD Reference:	STD ED 25
School/Academy:	Hatton Park Primary School
Weeks:	38 Weeks
Hours of work:	2.5 hours per week
Salary:	Grade 3
Responsible to:	Headteacher

Role:	Supervise children during the lunch and break periods.
Purpose of the job:	Ensure the security and care of pupils of the school and to promote their social development during the lunch period.

Responsibilities and Accountabilities:

- Supervise pupils, during the lunch periods, in dinner queue in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
- Report to the Midday Coordinator at beginning of the lunch period and receive any instructions regarding duties.
- Monitor the behaviour of pupils discouraging positively any anti-social behaviour and reporting any incidents to the Cover Manager as appropriate.
- Ensure the safety and wellbeing of children, providing emotional support where necessary.

- Arrange and supervise appropriate activities under the direction of the Midday Coordinator.
- Ensure that all pupils who suffer any injury or accident are dealt with appropriately following the school's agreed procedures. (Call for first aid assistance as necessary)
- Supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.

Support for School/Academy/Place of work:

- Participation in staff events by arrangement.
- Attend Staff Meetings as needed.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values .
- Follow school policies, practices, and procedures.

Data security:

- Act following legal provisions regulating confidentiality and security of data and information under General Data Protection Regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- Work/operate all plant and machinery within Health and Safety and other legal regulations, including risk assessments.
- Physically able to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal and professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which can contribute to improvements in the daily running of the Trust.
- Participate in the annual appraisal system.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- Inform the Designated Safeguarding Lead of any issues relating to the safety and well-being of students.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with the line manager.

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

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: January 2022

Person Specification : Midday Supervisor		Assessment Key: A = Application Form I = Interview		
Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in the English Language	✓		A
Experience		Essential	Desirable	Assessment
2	Experience in supporting children	✓		A/I
Knowledge and understanding		Essential	Desirable	Assessment
3	Understanding of the education system		✓	A/I
4	Understanding how children learn		✓	A/I
5	A sound grasp of the concept of inclusive practice		✓	I



6	Knowledge of the concept of confidentiality	✓		I
7	Awareness of child protection issues	✓		I
8	First aid certificate		✓	A
Skills and abilities		Essential	Desirable	Assessment
9	Ability to use language and other communication skills that children can understand and relate to	✓		I
10	Ability to contribute to team meetings and contribute ideas	✓		I
Personal Qualities		Essential	Desirable	Assessment
11	Willingness to undergo further training and development	✓		I
12	Positive and enthusiastic approach toward work	✓		I
13	Ability to act on own initiative	✓		I
14	Kindness and empathy towards students and colleagues	✓		I
15	Ability to work as part of a team effectively			I
Child Protection		Essential	Desirable	Assessment
16	Support the Academy policies on safeguarding and child protection	✓		A/I
Other		Essential	Desirable	Assessment
17	The flexibility of working hours	✓		A/I