

# Recruitment Pack

## Teaching Assistant





Dear Candidate

Thank you for your interest in the position of Teaching Assistant.

Amesbury Archer Primary School is part of Magna Learning Partnership, a Multi Academy Trust comprising of seven primary schools, three secondary schools and a sixth form college.

I am proud to be Headteacher at this vibrant, ambitious and thriving school where staff and pupils "Aim High". We have nurtured a calm, welcoming and positive atmosphere which you can feel as you walk through the door.

We are looking to appoint exceptional teaching assistants to join us from June 2026.

Our children are at the heart of everything we do and we want candidates to apply who share our passion and values.

We encourage applicants to contact us for a tour and to gain an insight into our wonderful school. Please call 01980 625944 to arrange a visit.

You should apply for this position via My New Term. Your supporting statement should explain your reasons for applying, your relevant qualifications and experience to date and what you can bring to the role of Teaching Assistant at Amesbury Archer.

I very much look forward to receiving your application.

David Webber  
Headteacher

# Salary

£19337 (actual)

(to be reviewed Sept 26)

Hours: 32.5 38 weeks a year with two TD days paid as additional hours

**Closing Date: Friday 1 May 2026. Interview date week beginning 11 May 2026**

# Benefits

Working at MLP, staff have access to a number of benefits:

- Pension schemes
- EV scheme
- Cycle to work scheme
- Wiltshire Rewards
- Benenden healthcare scheme
- Discounted gym membership
- Employee assistance phone line (support with health, financial and legal issues)
- Development opportunities within the MAT
- Extensive training opportunities



## Job Description

Job title: Teaching Assistant ,  
Primary Setting Responsible to:  
Headteacher Salary pay range:  
E6.5-8

### MAIN ROLES AND RESPONSIBILITIES

The exact tasks will depend on the learning support needs of the pupil/s but may include

- Clarifying and explaining instructions
- Ensuring pupils are able to use equipment and materials provided
- Motivating and supporting pupils
- Assisting in weaker areas e.g. language, reading, spelling, handwriting, presentation
- Helping pupils to concentrate on and finish work set
- Meeting physical needs as required whilst promoting independence
- Liaising with class teacher and SENCO about Individual Education Plans/EHCPs
- As specified by the teacher, developing appropriate resources to support pupils

#### 2. Supporting pupils' self esteem, inclusion and behavioural development e.g.

- Encouraging an acceptance and inclusion of the pupil with special needs
- Developing methods of promoting/reinforcing the pupil's self esteem and independence
- Providing individual supervision in and out of the classroom for pupils with behavioural problems
- Establishing a supportive relationship with pupils
- Reinforcing the school's ethos e.g. expectations of behaviour within class and elsewhere on the school site
- Supervising pupils on outings, school activities

#### 3. Provide physical/personal care to pupils when required e.g.

- Helping with dressing/ toileting

#### 4. Supporting the teacher/s e.g.

- As specified by the teacher, adapting and interpreting lessons and instructions to pupils
- In conjunction with the class teacher (and other professionals as appropriate) to develop system/s of recording pupil progress and contribute to the maintenance of this record

- Providing regular feedback about pupils to the teacher/s
- Clerical duties e.g. photocopying and collating materials

#### 5. Supporting the curriculum

- Support the delivery of the Literacy and Mathematics Strategy along with other aspects of both the National Curriculum and the enhanced curriculum offered by the school.

#### 6. Supporting the school e.g.

- Assisting with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment etc.
- Helping to ensure the hygiene of the teaching environment in cases of sickness or soiling
- Administering minor first aid under the guidance of a qualified person

*The duties are not exhaustive and may be modified by the Academy Leader, after discussion, to reflect or anticipate changes in the job, commensurate with the salary and job title.*



# Recruitment Equity

## Safer Recruitment

Amesbury Archer Primary School is committed to the safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All applicants will be subject to a full Enhanced Disclosure and Barring Service check (DBS) before any appointment is confirmed.

## Diversity

Amesbury Archer Primary School is committed to eliminating discrimination and encouraging diversity. Our aim is that our workforce will be truly representative of society and each employee feels respected. To that end, we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds.

## Online Checks

Online searches of information that is publicly available online will be carried out for all candidates.

## Disclosure

All employees are required to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974. Non-disclosure may lead to termination of employment. However, disclosure of a criminal record will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

## Interview

Those shortlisted will be invited to attend an interview process which may include tasks or role specific activities. During interview, applicants will be asked to address any discrepancies, anomalies or gaps in their application form.

## References

References from current employers will be requested for shortlisted candidates prior to interview and, where necessary, employers may be contacted to gather further information.

## Probation

All staff will be subject to a probation period of four months which may, in certain circumstances, be extended to six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed.

