

Recruitment Pack

Teaching Assistant
Balby Central Primary Academy



Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focussed on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

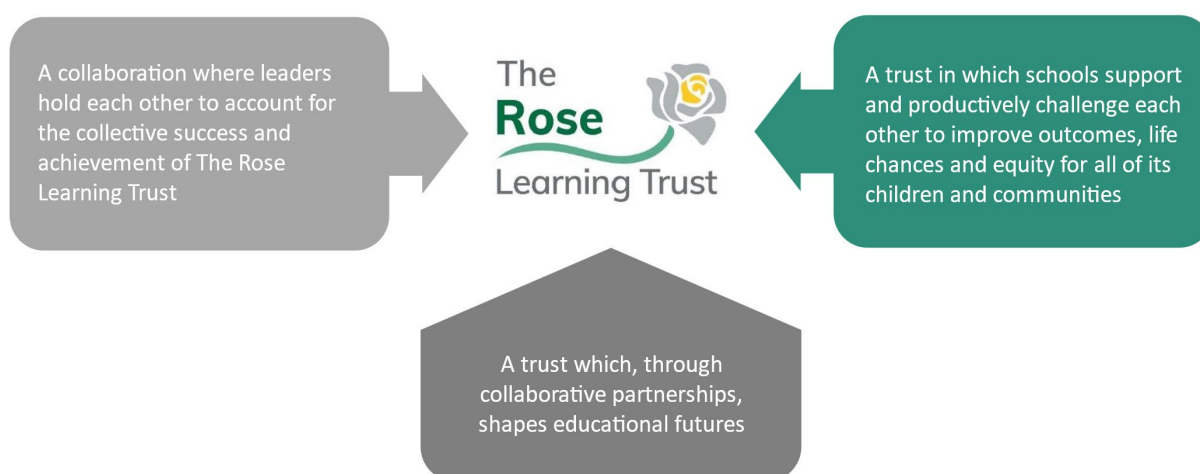
Jeremy Harris

Chief Executive Officer



Vision

Transforming Futures Collaboratively



Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children



THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

Vision	TRANSFORMING FUTURES COLLABORATIVELY				
Values Statement	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
Strategic Objectives	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
Developing Excellence Priorities	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	

Balby Central Primary Academy



'Shaping lives, building futures to be the best you can be'

At Balby Central we aim to unlock each individual child's potential to succeed, thrive and to be happy on their own journey with us. We endeavour to create unforgettable learning experiences and immerse children in an environment where they feel confident to challenge themselves. We are constantly adapting to meet the needs of all as learners in this ever-changing society, ensuring that they are ready for the next stage in their lives. During their time at Balby Central, children are taught the skills of collaboration and the power of talk, confidence, resilience and effort, determination and reflection to support their academic successes as our school learning powers

We strongly believe in a team approach, to utilise each others' strengths, work together and to ensure that we increase our own expertise, knowledge and skill as professionals. We see every member of the team playing a key part in our school approach to improve outcomes and life chances for our children and their futures.





Teaching Assistant

Post	Teaching Assistant
Contract type	Permanent, Part Time, Term Time Only
Grade	Grade 5, point 4 – 6, Actual Salary - £18,743.26 - £19,341.61
Hours	32.5 hours per week, Monday – Friday, 8:30 – 15:30 daily
Reporting to	Head Teacher
Location	Balby Central Primary Academy
Commencement date	13 th April 2026
Closing date	Sunday 22 nd February 2026
Shortlisting date	Monday 23 rd February 2026
Interviews	Tuesday 3 rd March 2026

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of **transforming futures collaboratively** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Balby Central Primary Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated Teaching Assistant to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The Teaching Assistant should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose



The successful candidate will:

- have a strong vision and strategic drive for the future of our school
- be an excellent communicator with an approachable personal style
- have an ambition for excellence in pupil development, learning and achievement so our learners reach their full potential
- demonstrate a dynamic and inspirational approach to further motivate children and staff
- have a strong moral compass with inclusivity and positive regard at the core of your practice

We can offer in return:

- Enthusiastic, motivated and friendly children
- Dedicated, hardworking teachers and support staff who are passionate about making learning exciting for children
- A strong, cohesive leadership team
- A supportive local governing body and Trust board who are committed to helping move the school forward
- Excellent professional development opportunities
- A school that values its community
- Enrolment into a staff wellbeing package, offering confidential wellbeing services

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Office Manager, Mrs Stephanie Bradley, by the following methods:

Email – stephanie.bradley@balbycentralprimary.co.uk

Telephone – 01302 321914

For further information about this role please contact Mrs Stephanie Bradley using the above methods to arrange an appointment to speak to the Headteacher, Emma Cooke.

To apply use the link below:

<https://mynewterm.com/jobs/143962/EDV-2026-BCPA-05100>

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barringservice-check.

In line with our safer recruitment policy two references will be sought before we interview.

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.





Teaching Assistant Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

Employment details

Job title:	Teaching Assistant
Reports to (job title):	Headteacher
Grade and Salary	Grade 5, point 4 – 6, Actual Salary - £18,743.26 - £19,341.61
Contract Type	Permanent, Part Time, Term Time Only

Main purpose of the post

All aspects of the job description are to be carried out within a system of supervision by qualified teachers, the Deputy Headteacher and the Headteacher.

- Complement the teachers' delivery of the National Curriculum and contribute to the development of children, other support staff and school policies and strategies
- Provide supervision, support and guidance to a number of children by removing barriers to learning, in order to promote effective participation, enhance individual learning and raise aspirations
- Contribute to the promotion of the wellbeing of children
- Promote and safeguard the welfare of children
- Work with children to develop language and vocabulary
- Work with children to develop academic skills and knowledge, encouraging confidence and independence whilst delivering an adaptive approach to support all learning abilities



Duties and Responsibilities:

Duties and Responsibilities

- Deliver and implement work programmes to individuals/groups of children under the direction and supervision of the class teacher, enabling them to achieve maximum access and participation in the national curriculum
- Work under the direction of the class teacher and assist in the planning, monitoring and evaluation of the children's learning, ensuring that the progress is clearly recorded and related to the learning objectives
- Assist children with their hygiene, eating and general welfare requirements as necessary
- Support the school's policy of Ready, Respectful and Safe, embedding high standards of expected behaviour
- Under the direction of the teacher, assist in maximising the use of ICT in the learning process
- Monitor children's responses to learning activities and accurately record achievement and progress as directed
- Provide information and advice to enable children to make choices about their own learning, behaviour and attendance, and the impact that their actions have on themselves and others
- Develop the learning/nurture environment to provide safe, quality provision for children
- Challenge and motivate children, promote and reinforce self-esteem and confidence
- Maintain positive professional relationships with all members of staff
- Participate in training and other learning activities as required
- Liaise with the appropriate designated member of staff where child protection issues are concerned
- Support children to access to learning using appropriate strategies, resources etc.
- Apply the behaviour expectations and rewards in line with the school's policies and practices, ensuring consistency and fairness
- Promote the safety and wellbeing of the children and young people
- Ensure that the school's Safeguarding Policy, security and confidentiality procedures are adhered to
- Assist with routine clerical tasks, classroom organisation and displays
- Establish good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs
- Promote and embed an inclusive environment ensuring that all children feel valued, respected and supported with their individual needs
- Clear away resources and materials after lessons



- Supervise and engage with children on the playground using outdoor resources during breaks and lunchtime
- Supervise children in their classroom in the event of adverse weather during the lunchtime period ^[1]_[SEP]
- Encourage the development of children's positive attitudes towards their peers, staff, visitors and parents
- Undertake professional development and training activities as appropriate
- Contribute to the achievement of and help to maintain the school's vision, aims and values
- Assist with the implementation of SEND Support/Behaviour Plans and Intimate Care Plans where necessary
- Assist with administering routine tests and invigilate tests, and undertake routine administrative duties including the marking of children's work when directed
- Participate in pre-teach and post-teach conversations with teachers to obtain an overview of the day ahead and provide feedback at the end of the day regarding the children that you have worked with
- Contribute to the formulation of measures that are directly connected to the children's achievements, in partnership with parents and under the direction of the relevant professional
- Assist children who require pastoral support and seek advice from the Inclusion Team when relevant
- Be instrumental to providing a positive environment for children during their break and lunchtime
- Play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated member of staff
- Promote and embrace the strategies, systems and structures which support the mental health and wellbeing of both, children and staff
- Undertake first aid training and be a responsible first aider to assist children when injured, ensuring that the information is communicated to the child's parents, teacher and safeguarding team using the school's online software system
- Complete all mandatory training annually to enable you to maintain professional and legal obligations as required to uphold policies and procedures
- Participate and engage in the performance management process, demonstrating a drive for continuing professional development



Other Duties and Responsibilities

- Any other duties required by the Headteacher, which is within the scope of this post
- At all times carry out duties with due regard to the school's Health and Safety policy and General Data Protection Regulations (GDPR)
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour
- Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on an annual basis and may be amended by the Headteacher at any time after consultation.

The post holder must always comply with the trust's staff code of conduct.

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.

All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)

The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.





Teaching Assistant

PERSON SPECIFICATION		Essential	Desirable	How Identified
AF – Application Form CQ – Certificate of Qualification I – Interview				
Qualifications and Training				
GCSE English and Maths Level 5/Grade C		X		AF CQ
NVQ Level 3 Higher diploma in a relevant child development qualification			X	AF CQ
Willingness to attend appropriate training courses to fulfil the functions of the job		X		AF I CQ
Valid Peadiatric First Aid Certificate			X	AF CQ
Relevant Experience				
Experience working in a primary school with children		X		AF I
Evidence of an understanding of children and their varying needs; academically, socially, emotionally and developmentally		X		AF I
Experience of working as part of a team, demonstrating cohesion and collaboration		X		AF I
Experience of behaviour management in an educational setting			X	AF I



Knowledge and Skills			
Excellent written and verbal communication skills	X		AF I
A commitment to inclusion, equal opportunities and fairness	X		AF I
Ability to engage with children and form positive, professional relationships to support children with their learning as well as assist them to be good citizens	X		AF I
Demonstrate an understanding of the importance of a school community and how this can influence and shape children	X		AF I
Experience of health and safety responsibilities within a work environment	X		AF I
Personal Qualities			
An ability to work on your own initiative	X		AF I
Willingness to work negotiated flexible hours as appropriate	X		AF I
A willingness to develop a range of approaches to assist in engaging children with their learning process	X		AF I
A good attendance and punctuality record	X		AF
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF I
Understanding of Data Protection	X		AF I

