



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Teaching Assistant

Hours per week: 32.5 hours

Term Time Only: 39 weeks

Salary: £25,185 FTE, £18,943 pro rata

Cawston Grange Primary School

Scholars Drive, Cawston, Rugby CV22 7GU

01788 816820

admin3594@welearn365.com

www.cawstongrangeprimary.com

Cawston Grange Primary School is seeking a friendly and enthusiastic Teaching Assistant. You will support pupils' learning and wellbeing, working closely with class teachers to create an engaging and inclusive classroom.

We are looking for someone who is passionate about helping children succeed, has good communication skills, and can work well as part of a team.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Teaching Assistant application form and supporting documents for this post are available on My New Term: [Cawston Grange Primary School - My New Term](#)

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Monday 31st August 2026



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



464+

Employees



5

Schools and
Counting



3,171

Students



11

Trustees /
Members



4

Resource
Provisions for SEND

Ofsted

Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)

“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

We warmly welcome you to Cawston Grange Primary School — a school at the heart of its community, where positivity, teamwork and ambition shape everything we do.

At Cawston Grange, our vision of inspiring learning and building community is more than just words. It guides how we work together, support one another and provide every child with the opportunities they need to thrive. This is a place where children are known, valued and celebrated, and where staff are encouraged and supported to be the very best they can be.

Our curriculum is rich, creative and ambitious, designed to spark curiosity and prepare pupils for a world full of opportunity. We want children to discover their talents, think deeply, work collaboratively and enjoy the process of learning. Just as we nurture our pupils' potential, we are equally committed to investing in our staff. Professional development, teamwork and shared success are central to who we are, because we know that when staff flourish, our whole community flourishes too.

We are proud of the positivity and energy that defines our school. From classroom practice to community events, we work closely with families and colleagues to build strong partnerships and a culture of care and belonging.

If you are excited about making a difference, if you value teamwork and are eager to grow alongside a dedicated and supportive staff, we would love you to join our team at Cawston Grange.

Warm regards,



K. Worthington

Headteacher, Cawston Grange Primary School

Cawston Grange Primary School

At Cawston Grange, we believe that education should open doors, spark curiosity and give every child the confidence to shape their own future. Our vision of inspiring learning and building community runs through everything we do, brought to life through our core values of Excellence, Respect and Friendship.

This is a school where every child is known, valued and celebrated for who they are. We are proud to be an inclusive community, embracing the uniqueness of each journey and recognising that progress looks different for every child. Whether it's mastering a new skill, showing kindness to a friend or finding the courage to take on a challenge, every step forward matters.

Our curriculum is rich, varied and designed to prepare pupils for a world full of opportunity. From creative exploration to outdoor adventures, from problem-solving to teamwork, we want children to discover their talents, stretch their thinking and enjoy the process of learning. We work in partnership with families, knowing that together we create the strongest foundation for children to flourish.

Cawston Grange is more than a school — it's a community where ambition, care and belonging are part of everyday life. We hope you enjoy exploring our website and seeing for yourself the energy, commitment and joy that define our school.



Job Description

TEACHING ASSISTANT

Salary	Band D, Spinal 4	£25,185 FTE, £18,943 pro rata
Contract	Permanent	
Hours	32.5 hours per week, 39 weeks per year	
Start Date	1st October 2026	

Broad Description

- Working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of pupils.
- Responsibility for others: The post has considerable direct impact on the well-being of individuals or groups through providing appropriate care or welfare for those who are personally dependant on the post for basic needs. The post requires physical fitness, as manual handling is included (training will be given)
- Responsibility for staff: The post has no direct responsibility for supervising other staff. It may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.
- Responsibility for budget: The post has no direct responsibility for financial resources.
- Responsibility for physical resources: The post has limited direct responsibility for physical resources, other than the handling and careful use of equipment (eg computer / PC/ teaching materials/resources).

Typical Tasks

Curriculum support:

Support pupils' learning as directed by the teacher, in context of fostering independence and self-esteem (eg modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.)

Support for pupils:

- Carry out appropriate activities as planned, either with small groups or individuals – e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence
- Support pupils in accessing the curriculum
- Provide for physical care of pupils, including lifting, interactive communication, supervision



- Assist and support pupils with personal care – eg changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene
- Assist with pupil supervision – eg on arrival/leaving the class, at breaktime and lunchtime (when required)
- Accompany pupils as directed, eg out of the classroom, on visits, trips and out of school activities
- Deal with minor accidents

Support to teacher:

- Assist in the day to day management of the learning environment, eg. preparing/clearing equipment and resources, preparation of classrooms/ art areas etc and outside areas
- Assist with equipment hygiene (wash and detox)
- Display and present children's work
- Sort and tidy cupboards
- Cleaning up
- Assist in management of pupil behaviour
- Liaise with parents, answering queries
- Participate in record keeping – eg providing information to contribute to recording pupil achievement, taking photos of pupils work
- Provide feedback about learning activities, responses to them and support provided
- Undertake routine admin and clerical support

Education/Training and Likely Abilities

- Have at least GCSE/GCE/ in English and Mathematics
- Be committed to own professional development, and be willing to undertake other appropriate training
- Have completed TA induction programme
- Understand special educational needs
- Understand and be able to work with care plans
- Knowledge of school rules, procedures, policies
- Be aware of and understand health and hygiene guidelines and other regulations, eg. Health and Safety at work, Child Protection/Safeguarding policies and procedures
- Have attended manual handling training
- Can understand and support the curriculum
- Be able to use technology as a learning tool – eg computer, video,
- Able to operate technological equipment – e.g. photocopier, digital camera
- Be able to operate equipment (eg hoists)
- Have good communication and listening skills
- Able to take direction but also take initiative when required
- Have experience of working (paid or unpaid) with children of appropriate age range though no previous experience of work as a TA required
- Able to relate well to children and adults
- Can solve straightforward problems and respond to unforeseen circumstances (eg hazards, accidents etc)



Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Cawston Grange Primary School agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

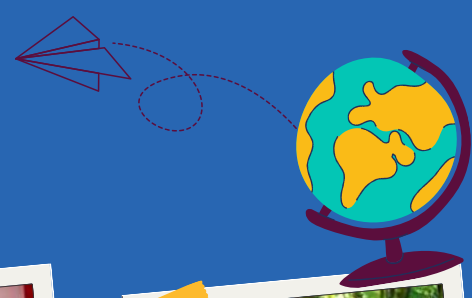
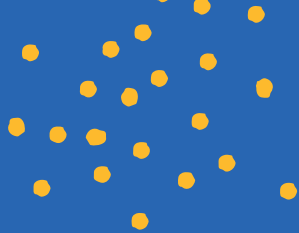
Generic Responsibilities of all Cawston Grange Primary School

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification



Attributes	Essential It is essential candidates can provide evidence of:	Desirable It is desirable candidates can provide evidence of:
Qualifications	GCSE/GCE in English and Mathematics or equivalent	
Experience		- Experience of supporting pupils with special educational needs - Experience in routine administrative or clerical tasks
Knowledge	- Understanding of supporting teaching and learning, promoting independence and self-esteem in pupils - Awareness of school policies, procedures, and rules - Awareness of health, hygiene, H&S regulations, and safeguarding/child protection policies	Knowledge of curriculum requirements and SEN care plans
Skills	- Good communication and listening skills; able to relate well to children and adults - Ability to operate technological equipment (computers, digital cameras, video, photocopiers) - Ability to work under direction and use initiative where appropriate - Ability to solve straightforward problems and respond to unforeseen circumstances - Ability to assist in classroom management, including pupil behaviour and resource preparation	Experience liaising with parents and providing feedback on pupil progress
Personal Attributes	- Patient, caring, and empathetic towards pupils - Physically fit for manual handling duties - Flexible, adaptable, and reliable - Positive attitude towards learning and professional development - Committed to safeguarding and the welfare of children	





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  [01788 816820](tel:01788 816820)
-  cgps-enquiries@triumphlearning.org
-  www.cawstongrangeprimary.com

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
