



Somers Park Primary School

Part of the Mercian Educational Trust

**Part time Teaching Assistant
with Play Team (lunchtime supervisor)
responsibilities**

September 2026

Closing Date: Tuesday 1st September 2026, 9am

Anticipated interview date: Friday 4th September 2026



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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at our school, Somers Park, part of the Mercian Educational Trust (MET). The post also comes with Play Team Assistant (Lunchtime Supervisor) responsibilities.

Are you passionate about making a difference and helping to improve the learning opportunities for our children? Are you personable and good-humoured? Can you build excellent relationships with pupils, parents and colleagues?

We are looking to appoint a fixed-term teaching assistant to join our staff; an individual who is able to support the learning and development of the pupils across our school.

The start date is as soon as possible.

TA hours- 15 hours, 50 minutes per week. Monday- Friday 8.50am- 12.00pm. It is anticipated this role will initially be in Year 5 on our Somers Park site.

Play Team- 5 hours per week. Monday- Friday 12.00pm- 1.00pm. Somers Park Site.

If you want to learn more about our school, you may choose to view our website www.somersparkschool.org.uk or visit the school. We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen



Teaching Assistant- Details of the post

- 🌞 Position: Fixed- term (initially until August 27) Teaching Assistant position. Term time only
- 🌞 Hours: 16 hours, 40 minutes per week. Monday- Friday 8.50am- 12.10pm.
- 🌞 Location: Somers Park site, it is anticipated this role will initially be in Year 5.
- 🌞 Pay Scale: SCP5-6

Play Team Assistant- Details of the post

- 🌞 Position: Fixed- term (initially until August 27) Play Team Assistant. Term time only
- 🌞 Hours: 5 hours per week. Monday- Friday 12.00pm- 1.00pm
- 🌞 Location: Somers Park site
- 🌞 Pay Scale: SCP2



Are you the Teaching Assistant we are looking for?

Are you someone
who holds the
children at the
centre of
everything you
do?

Are you able to
promote high-
quality learning
through play?

Are you able to
provide flexible,
effective support in
the nursery and
help create an
environment for
children to thrive?



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What does it mean to be a Teaching Assistant at Somers Park?

- ☀ Somers Park Teaching Assistants are highly motivated and have a strong understanding of how children learn. They have high expectations of all children in every aspect of school life and are committed to safeguarding and well-being.
- ☀ Somers Park Teaching Assistants are positive people, committed to the school's vision and values, and ultimately, the children in our school.
- ☀ Somers Park Teaching Assistants know how to communicate effectively with children and young people. They have empathy and calmness when communicating with children with challenging behaviours and are committed to the school's Trauma Informed approach.

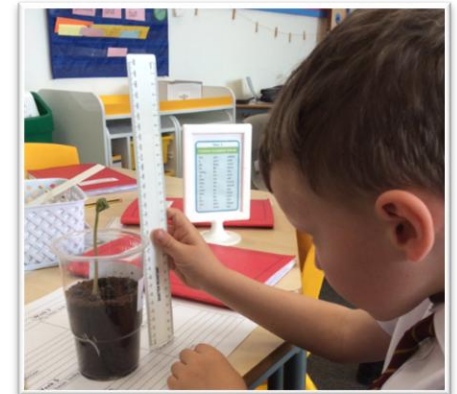


What does it mean to be a Play Team member/ Lunchtime Supervisor at Somers Park?

Somers Park promotes the highest standards for all our children as we strive to develop critical thinkers who love learning.

For the role of a Play Team member/lunchtime supervisor we are looking for somebody who:

- 🌞 loves working with children!
- 🌞 will demonstrate a positive approach to working with children
- 🌞 has strong interpersonal skills with pupils and staff
- 🌞 will play a key role in ensuring lunchtimes run as smoothly as possible and to remain aware of children's welfare
- 🌞 will promote the overall ethos/aims of the school during the lunchtime period
- 🌞 is successful when working collaboratively and will contribute to a hardworking team
- 🌞 Support our school with OPAL play approach





The Recruitment Process

Closing Date: Tuesday 1st September at 9 am.

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](https://www.metacademies.org.uk). Completed applications should be emailed to our recruitment coordinator, Claire Evans at cevans@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is 9am on Tuesday 1st September 2025. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Friday 4th September.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at cevans@metacademies.org.uk for further details or if you have any questions.

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

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

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About Our School

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site is now full, at the seven-class capacity. We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years.

We are fully inclusive, holding high expectations and aspirations for all. At our last Ofsted in the summer of 2022, we were graded as a good school, with outstanding judgements for both Early Years, and Personal Development, commenting that 'Pupils thrive at Somers Park Primary School.' We couldn't put it better ourselves!

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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About Our School

Key Information about Somers Park Primary School	
Type of school	Primary Academy - split site
Age Range	2yrs 9months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	609 (including 57 Nursery children)
Number of classes	23 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	20%
% of children with SEN	16%
% of children with EAL	6%



We are an OPAL Play School



OPAL play is an award-winning school improvement program focused on enhancing children's play experiences in educational settings, promoting creativity, socialisation and overall well-being.

Benefits of OPAL

- Improved Play Quality – by providing resources and training, OPAL helps school create rich play environments that meet children's needs.
- Enhanced Learning – with better play experiences, children are more focussed and ready to learn, leading to improved academic performance.
- Community Engagement – OPAL encourages schools to involve Parents and the community in enhancing play opportunities, fostering a collaborative approach to children's development





Job Description

Job Title: Teaching Assistant

Salary Scale Point: Grade 2 (SCP5-6)

Employer: Mercian Educational Trust

Job Purpose

- To work with class teachers to raise the learning and attainment of pupils
- To Promote pupils' independence, self-esteem and social inclusion
- To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement
- To contribute to the safeguarding and protection of all pupils

This post requires the ability to perform a role that involves frequent contact with children
This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

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Specific Responsibilities- Teaching Assistant Teaching and Learning

- ☀ Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- ☀ Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- ☀ Use effective behaviour management strategies consistently in line with the school's policy and procedures
- ☀ Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- ☀ Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- ☀ Observe pupil performance and pass observations on to the class teacher
- ☀ Supervise a class if the teacher is temporarily unavailable
- ☀ Use ICT skills to advance pupils' learning
- ☀ Undertake any other relevant duties given by the class teacher

Planning

- ☀ Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- ☀ Read and understand lesson plans shared prior to lessons, if available
- ☀ Prepare the classroom for lessons





Specific Responsibilities- Teaching Assistant

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school





Specific Responsibilities- Teaching Assistant

Health and Safety

- 🌞 Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- 🌞 Look after children who are upset or have had accidents

Professional Development

- 🌞 Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- 🌞 Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- 🌞 Take part in the school's appraisal procedures

Personal and Professional Conduct

- 🌞 Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- 🌞 Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- 🌞 Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- 🌞 Respect individual differences and cultural diversity





Supervisory Information

Supervision Received

The postholder is directly responsible to the Headteacher

Support and challenge will be provided by:

Class teacher

Phase Leader/Senior Teacher

Senior Leadership Team consisting of Headteacher, Deputy Headteacher, Assistant Headteachers

Principle Contacts

Headteacher

Deputy Headteacher

Assistant Headteachers

Phase Leader/ Senior Teacher

All teaching staff

All support staff within the phase

Parents and Carers

MET colleagues





Person Specification

Training and qualifications

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Training and qualifications	Essential	Desirable
GCSE/O-Level equivalent: Maths and English Grade 9-4 (A* to C)		
Experience of working with children		
Level 2 or 3 qualification in Supporting Teaching and Learning in Schools or Level 2 or 3 qualification in Childcare and Education, or other relevant qualification in nursery work or childcare or willingness to work towards a qualification if not already held		
Evidence of continuing and recent professional development relevant to the post, including phonics and early reading.		





Person Specification Experience

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience, knowledge and understanding	Essential	Desirable
Good literacy and numeracy skills		
Good organisational skills		
Ability to build effective working relationships with pupils and adults		
Skills and expertise in understanding the needs of all pupils		
Knowledge of how to help adapt and deliver support to meet individual needs		
Excellent verbal communication skills		
Active listening skills		
The ability to remain calm in stressful situations		
Knowledge of guidance and requirements around safeguarding children		
Good ICT skills, particularly using ICT to support learning		
Understanding of roles and responsibilities within the classroom and whole school context		



Person Specification

Characteristics and Competencies

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability and keenness to promote the school's positive culture and ethos		
Ability to develop good personal relationships within a team; making an effective contribution to high morale.		
Commitment to safeguarding pupil's wellbeing and equality		
Ability to create a happy, challenging and effective learning environment		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
An appetite and stamina for challenging work		
A solution-focused mind-set and determined "no-excuses" approach to raising standards		
A personable nature to build effective relationships with parents and all members of the school community		



Job Description

Job Title: Lunchtime Supervisor
Hours: 7 hours 30 minutes per week (term time only)
Salary Scale Point: SCP2
Reporting to: Assistant Headteacher (line manager): Deputy Headteacher: Headteacher
Employer: Mercian Educational Trust

Job Purpose

- ☀ To supervise children on school premises and grounds.
- ☀ To supervise children who use catering facilities at the school.
- ☀ To undertake ancillary duties as necessary (i.e. setting up and clearing away tables/chairs, cleaning tables and dining area).
- ☀ To sweep / mop floors as appropriate to ensure the dining room/classroom is fit for lessons during the afternoon session.
- ☀ To use initiative in monitoring events occurring on the school premises and grounds.
- ☀ To report any relevant matters or dangers to the Assistant Headteacher, Deputy Headteacher, Headteacher or Teacher-in-Charge.
- ☀ To ensure a safe environment (e.g. by reporting broken glass to senior leaders).
- ☀ To report any injuries to children to the designated person.
- ☀ To help children cut food when necessary and encourage good table manners.
- ☀ To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, and encourage and support staff in their development and training.
- ☀ To uphold the caring ethos, values, and principles of our school.
- ☀ To contribute to the safeguarding and protection of all pupils.





Responsibilities

- ☀ To undertake other such duties and training as may be reasonably required and which are consistent with the general level of responsibility of this job .
- ☀ To undertake Health and Safety duties commensurate with the post and/or as detailed in the School Health and Safety Policy.
- ☀ To contribute to the positive team atmosphere and public image of the school.
- ☀ To always act professionally and with integrity.
- ☀ To assist with the general care and welfare of all pupils striving to always maintain a happy safe environment.
- ☀ To adhere to and maintain school routines and codes of conduct including confidentiality.
- ☀ To always support the aims and ethos of the school.
- ☀ To maintain personal and professional development to meet the changing demands of the job, participating in appropriate training activities.
- ☀ In all contacts the post holder will be required to present a good image of the School and Multi Academy Trust as well as maintain constructive relationships.
- ☀ To carry out any other duty which is deemed reasonable by the Headteacher.

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020





Additional Information

The job description allocates duties and responsibilities. It does not direct the amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder will have regard to the needs and priorities of the school.

- 🌞 The job description is not a comprehensive definition of the post and you may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may reasonably require. It may be reviewed annually or earlier if necessary and may be subject to modification or amendment at any time after consultation. You may discuss your job description with the Headteacher at any arranged time.
- 🌞 The duties described in this job description must be carried out in a manner that promotes equality of opportunity, dignity, and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and the School's Code of Conduct for Staff.

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working within a school and/or with children		
Knowledge and Skills		
Ability to communicate effectively		
Assertiveness and ability to enforce discipline where necessary		
Ability and confidence to deal with a variety of people at all levels in a friendly and professional manner		
Ability to understand and follow relevant procedures e.g. Health and Safety, Child Protection, School Behaviour Policy		
Ability to work in a team		
Ability to work under direction		
An empathy with, and an understanding of children of primary age		
Knowledge of school safeguarding		
Commitment to the school's wider community		



Person Specification

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Confidential and discrete		
Calm and supportive manner		
Positive attitude		
Assertive and confident		
An effective team worker		
Excellent attendance and punctuality		
High stamina		
Reliable and trustworthy		
Flexible and adaptable		
Resilient		



Person Specification (continued)

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
An understanding of and commitment to Equality of Opportunity for all		
Commitment with the aims and objectives of comprehensive & community education		
Professional Development		
Willingness to take part in all relevant training and a commitment to one's own professional development		
The calibre to become an outstanding member of staff		
The capacity and enthusiasm to learn and continuously improve		
Experience of basic first aid or hold a qualification		
Other		
An excellent track record demonstrating: - Success in what you have done - A spotless record, free from attendance, capability, disciplinary or grievance issues or warnings.		



Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enrol into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.

