



# **Teaching Assistant (Grade C) Candidate Information Pack**

**June 2026**

# Welcome from the Headteacher

Dear Prospective Candidate,

Thank you for your interest in joining our dedicated and compassionate team at Cann Bridge School. As Headteacher, I am delighted to introduce you to our school and the exciting opportunities that await you here.

Cann Bridge School, located in Estover, Plymouth, is a local authority-maintained special school serving children and young people aged 3 to 19 from Plymouth, Devon, and Cornwall. With a capacity of 108 pupils, we are a consistently oversubscribed school.

Our school is uniquely designed to meet the needs of pupils with complex cognition and learning needs. All of our learners have an Education, Health and Care Plan (EHCP) identifying either a Severe Learning Difficulty (SLD) or Profound and Multiple Learning Difficulty (PMLD). Many also have additional specific learning needs linked to Down's Syndrome, Autism Spectrum Condition, speech and language difficulties, physical disabilities, or complex medical conditions.

To learn more about life at Cann Bridge School and our latest updates, please visit:

- Website: [www.cannbridgeschool.co.uk](http://www.cannbridgeschool.co.uk)
- Facebook: [www.facebook.com/cannbridgeschool](http://www.facebook.com/cannbridgeschool)
- School Newsletters [www.cannbridgeschool.co.uk/families/newsletters-forms](http://www.cannbridgeschool.co.uk/families/newsletters-forms)

At Cann Bridge School, we are committed to creating a nurturing and inclusive environment where every learner is supported to thrive. We are relentlessly learner-focused, and our mission is to provide high-quality, individualised education tailored to each child's needs. Our dedicated staff create a calm and purposeful environment, delivering personalised learning through our Pathways to Independence Curriculum and Long-Term Rolling Programme, supported further by our EYFS and 14–19 Curriculum Policies (available on our website).

With a proud history spanning over 60 years, formerly as Downham School, Cann Bridge moved to its current purpose-built site in 2012. We are co-located with Tor Bridge High, Tor Bridge Primary, and Plym Bridge Nursery. Since then, we've expanded further with the opening of our Post-16 provision, Post Bridge College (2016), extensive remodelling (2022), and two new modular classrooms (2024). Our excellent facilities include sensory rooms, an immersive room, library, warm water pool, science garden, soft play area, and Forest School. These continue to be developed with support from fundraising and our active PTFA, Friends of Cann Bridge.


We are also on an exciting improvement journey, guided by our School Development Plan and recent Ofsted Report – both available on our website. These highlight our ongoing commitment to progress, innovation, and excellence. We place strong emphasis on professional development, ensuring all staff have access to high-quality training and the latest approaches in special education.

Cann Bridge School is seeking committed and compassionate Teaching Assistants to join our team from September 2026. This part-time role (29.25 hours per week, Grade C) involves supporting pupils' learning and well-being under the guidance of teaching and senior staff. Working primarily in the classroom, the successful candidate will help ensure pupils' safety, promote independence, assist with classroom preparation, and contribute to a positive and inclusive learning environment. This is a rewarding opportunity to make a meaningful difference in the lives of children and young people with severe learning difficulties.

If you are ready to take on this rewarding challenge and contribute to our vibrant school community, we warmly encourage you to apply. We also welcome and encourage prospective applicants to visit the school prior to applying – please contact us to arrange a tour.

Thank you once again for your interest in the role of Teaching Assistant at Cann Bridge School. We look forward to receiving your application.

Warm regards,



Shane Baker  
Headteacher

# We Cann...

## Our Vision & Values



## The Role

We are looking for dedicated and enthusiastic Teaching Assistants to join our team in September 2026. This part-time term-time position (29.25 hours per week, Grade C) involves supporting pupils' access to learning and contributing to the smooth running of the classroom under the guidance of teaching and senior staff. The role includes personal care, promoting inclusion, supporting pupil independence, and assisting with behaviour and classroom management. You will also help prepare learning resources, provide administrative support, and participate in wider school activities such as educational visits and lunchtime supervision. This is a rewarding opportunity to make a real difference in the lives of pupils with additional needs within a supportive and inclusive school community.

### Recruitment Timeline

- Opportunities to visit Cann Bridge School: Please contact the school to arrange your visit 01752 207909 or [HR@cannbridge.co.uk](mailto:HR@cannbridge.co.uk)
- Application closing date: Friday 19<sup>th</sup> June 2026
- Interviews: Friday 26<sup>th</sup> June 2026

Please find a link to our school safeguarding page [Safeguarding | Cann Bridge School](#)

Our policies and staff code of conduct can be found here [Policies & Procedures | Cann Bridge School](#)

## Employee Benefits

# We Cann...

At Cann Bridge School, we cultivate an environment where both learners and staff can thrive. Our learners benefit from a well-structured curriculum, a supportive staff team, and a purposeful learning environment, all designed to help them grow into confident, well-rounded, and independent young adults. This success is made possible by our talented and dedicated team, who work together to ensure that every child has the opportunity to succeed both academically and personally.

When you join Cann Bridge School, you'll become part of a committed team that values your professional growth.

We offer:

- Bespoke Continuing Professional Development (CPD) tailored to your individual needs and career goals
- Specialist weekly and ongoing training and development to keep you at the forefront of best practices
- Clear Career Progression pathways, providing opportunities for long-term career growth
- Access to the Local Government Pension Scheme or Teacher Pension Scheme for future financial security
- An excellent Employee Assistance Programme, offering physiotherapy, counselling, wellbeing services, and private healthcare options (where applicable) through Education Mutual
- Staff Discounts on a wide range of products and services through the Blue Card and professional student discount scheme
- A comprehensive Staff Health & Wellbeing Offer
- Excellent internal and external communications to keep everyone informed about what is happening
- DSE Eyecare Scheme for those based 80% at a screen
- The opportunity to work with incredible children, young people, and a dedicated staff team

## **Guidance for Applicants**

If, after reading the background information, you feel this is the right opportunity for you, please follow the guidance below to support your application:

- Read and follow the instructions on the application form carefully on MyNewTerm.
- Review both the Job Description and Person Specification thoroughly. If you do not meet the essential criteria outlined in the Person Specification, it is unlikely that you will be shortlisted.
- Use the Person Specification as a checklist to structure your supporting statement. We recommend addressing each point in order, providing clear evidence of your skills, knowledge and experience. Wherever possible, include relevant examples from your professional and personal life.
- Please note: providing false or misleading information at any stage of the recruitment process may result in disqualification or, if appointed, dismissal without notice.
- If you are shortlisted for interview, you will be asked to bring relevant documentation with you. Full details will be provided in your interview invitation letter.
- We warmly welcome visits to the school. Seeing our setting in action can help you decide whether Cann Bridge School is the right fit for you.

All applicants must complete the application form on MyNewTerm. We do not accept CVs or letters of application. Using a standard application form ensures a fair and consistent process for all candidates.

Please ensure all relevant sections of the application form are completed in full and provide as much detail as possible, as this will be used to determine whether you are shortlisted for interview.

Check the application deadline carefully. Late applications cannot be considered, and it is your responsibility to ensure your submission reaches us on time.

The 'Fluency Duty' applies to this post, and therefore the successful candidate would have the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

We look forward to receiving your application.

**Short Privacy Notice For Job Applicants**

# We Cann...

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at [www.cannbridgeschool.co.uk/about-us/gdpr](http://www.cannbridgeschool.co.uk/about-us/gdpr) which detail how we use your information.

### **Why Do We Collect This Information?**

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

### **What Information Do We Collect?**

We collect the following information from the application form in order to take a decision as to recruitment:

- References
- Qualifications and education history
- Employment records, including work history, job titles, training records, professional memberships, details of gaps in employment
- Supporting statement aligned to job description and specification
- Right to work and immigration status

Other personal data is captured and recorded as per the Privacy Notice.

### **How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

### **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.



## **Job Description: Teaching Assistant (Grade C)**

Cann Bridge School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

### **Job details**

**Position:** Teaching Assistant

**Location:** Cann Bridge School, Estover, Plymouth

**Salary:** Grade C 29.25 hours

**Contract type:** Part-time

**Reporting to:** Class Teacher or Senior Leader

**Responsible for:** N/A

**Start Date:** September 2026

### **Main purpose of job:**

To work under the instruction/guidance of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### **Duties and Responsibilities to include:**

#### **Support for Pupils**

1. Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supervise and support pupils ensuring their safety and access to learning.
3. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
4. Promote the inclusion and acceptance of all pupils.
5. Encourage pupils to interact with others and engage in activities led by the teacher.
6. Encourage pupils to act independently as appropriate.

#### **Support for the Teacher**

7. Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
8. Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
9. Undertake pupil record keeping as requested.
10. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
11. Gather/report information from/to parents/carers as directed.
12. Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

#### **Support for the Curriculum**

13. Support pupils to understand instructions.
14. Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
15. Support pupils in using basic ICT as directed.
16. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.

#### **Support for the School**

17. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
18. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
19. Contribute to the overall ethos/work/aims of the school.

**We Cann...**

20. Appreciate and support the role of other professionals.
21. Attend relevant meetings as required.
22. Participate in training and other learning activities and performance development as required.
23. Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
24. Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Plymouth City Council is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



**Person Specification: Teaching Assistant (Grade C)**

We Cann...

Criteria	Qualities Essential	Qualities Desirable	Method of Assessment
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>Level 2 qualification in English and Mathematics (GCSE Grade A–C / Grade 9–4 or Functional Skills Level 2) or willing to work towards to achieve</li> <li>Willingness to participate in relevant ongoing training and development</li> </ul>	<ul style="list-style-type: none"> <li>Minimum Level 2 in Supporting Teaching and Learning qualification or equivalent or willingness to complete in probation period</li> <li>Specialist training for example Makaton, PECS, sensory integration, SoSAFE!, CPI</li> <li>First Aid training or willingness to undertake it</li> <li>Previously completed safeguarding training (e.g. Level 1/2) or willingness to undertake it</li> </ul>	Application form Interview process
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with or supporting children or young people</li> <li>Experience of working effectively as part of a team</li> <li>Experience assisting in a classroom or care setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting those with SEND, including autism and complex learning needs</li> <li>Experience supporting pupils using positive behaviour and trauma-informed strategies</li> <li>Experience adapting learning to meet a range of pupil needs</li> <li>Experience preparing resources and displays</li> </ul>	Application form Interview process
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Good clear written communication</li> <li>Basic ICT skills</li> <li>Ability to follow instructions</li> <li>Ability to observe and report on pupil engagement and progress</li> <li>Understanding of positive behaviour strategies</li> </ul>	<ul style="list-style-type: none"> <li>Ability to use basic Makaton, PECS, or other communication aids</li> <li>Familiarity with educational software or assistive technology i.e. CPOMS, EVOLVE, Evisense</li> <li>Experience maintaining pupil records or behaviour logs</li> <li>Training or experience in behaviour management techniques</li> </ul>	Application form Interview process
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A caring, patient and supportive approach to children with complex needs</li> <li>Adaptable and responsive to changing needs and routines</li> <li>Proactive and able to work independently when required</li> <li>Commitment to contributing to the school community and working collaboratively</li> <li>High standards of confidentiality and integrity</li> </ul>	<ul style="list-style-type: none"> <li>A genuine enthusiasm for working with pupils with SEND</li> <li>Willingness to work across different age groups (e.g. Early Years, KS3)</li> <li>Confident in suggesting improvements to support pupil learning</li> </ul>	Application form Interview process

This job description may be amended at any time in consultation with the postholder.

**Last review date:** June 2025

**Line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**We Cann...**

We Cann...