



# Recruitment Pack

## Teaching Assistant Richmond Hill 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.

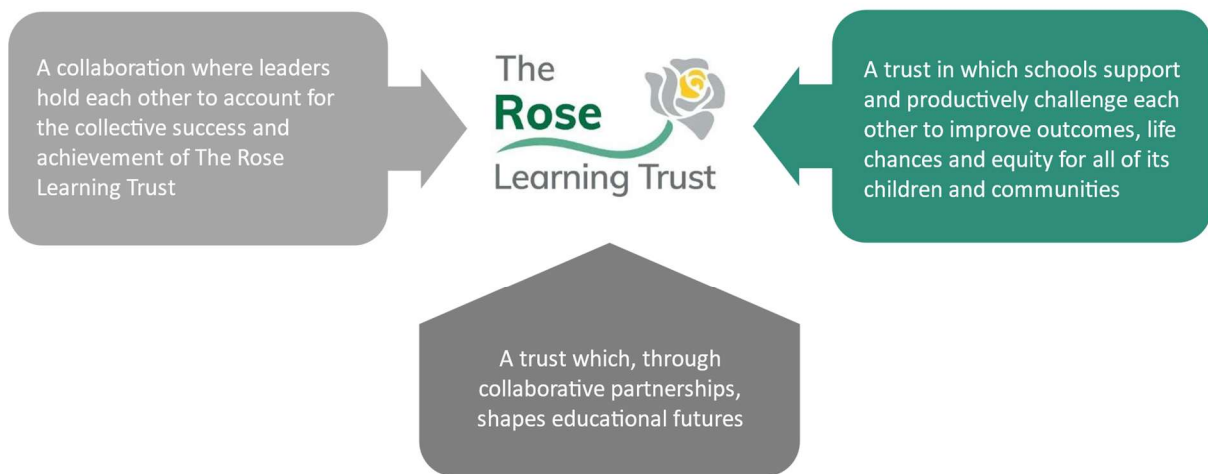
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils 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	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
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	







## Teaching Assistant

<b>Post</b>	<b>Teaching Assistant (Fixed Term)</b>
<b>Contract type</b>	Fixed term to 31/12/2026, Term Time only
<b>Grade</b>	Grade 5 Salary: £25,185 to £25,989 pro rata Actual Salary: £17,301 to £17,853
<b>Hours</b>	30 hours per week 08:40 – 15:10 Monday to Friday
<b>Reporting to</b>	Principal and Deputy Principal
<b>Location</b>	Richmond Hill Primary Academy, Sprotbrough, Doncaster, DN5 7SB
<b>Commencement date</b>	23/02/2026
<b>Closing date</b>	Friday 16 <sup>th</sup> January 2026, Midday
<b>Shortlisting date</b>	Friday 16 <sup>th</sup> January 2026
<b>Interviews</b>	Thursday 22 <sup>nd</sup> January 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.

Richmond Hill 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 successful candidate 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:

- A strong vision and strategic drive for the future of our school
- Excellent communication with an approachable personal style
- An ambition for excellence in pupil development, learning and achievement so our learners reach their full potential
- A dynamic and inspirational approach to further motivate children and staff
- Previous experience of working within a similar role
- Resilience - a resilient personality and a willingness to strive and improve and learn from previous experiences
- Have a good level of general education in line with the attached Person Specification.
- Enjoy working with children and form good relationships with both children and adults.

We can offer in return:

- A happy and welcoming community-based school where children, parents, staff and visitors feel valued for who they are.
- An inclusive ethos with enthusiastic, motivated and friendly children.
- A strong and welcoming leadership team which is forward thinking, collaborative with shared vision, values and ethos creating a supportive team ethos.
- A supportive local governing body and Trust team who are committed to helping move the academy forward.
- A Leadership team with a strong emphasis on the support and wellbeing of staff.
- Wonderful pupils and parents who support the school in all that it strives to achieve.
- Excellent professional development opportunities across a growing Multi Academy Trust.

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the School Business Manager, Mrs Sally Harmer Tel. 01302 782421.

To apply use the link below: <https://mynewterm.com/>





***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](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two reference 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 (Fixed term)
Reports to (job title):	Principal / Deputy Principal
Grade and Salary:	Grade 5, £25,185 - £25,989 pro rata
Contract Type:	Fixed Term to 31/12/2026, Term-time

### Job Purpose:

#### Main purpose of the post

Under the direction of class teacher/ Principal / Deputy Principal, work as part of a team within school to promote the learning and welfare of pupils by providing practical and learning support to pupils, including those with special needs. The Teacher and the Teaching Assistant work as a team - being 'partners' in supporting the pupils' access to learning and their specific needs - physical, behavioural, medical and emotional.

### Duties and Responsibilities:

#### Main Responsibilities

- To work with pupils, including those with Special Educational Needs, providing individual assistance/specialist support, implementing action plans, to maximise achievement.





- To attend and assist pupils with their hygiene, eating and general welfare requirements as necessary. To attend and assist pupils with intimate care and be responsible for supporting the complex medical needs of pupils and the completion of appropriate documentation where necessary
- To work closely with pupils individually or groups within schools/educational establishments or on educational visits, enabling them to achieve maximum access and participation in the National Curriculum.
- To work under the direction of the class teacher and to assist in the planning, administration tasks, monitoring and evaluation of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives for that pupil.
- To help pupils to further develop literacy, numeracy, ICT, problem solving and study skills.
- To help pupils develop their language and reasoning skills and to assist pupils in the organisation, preparation and display of set assignment tasks.
- To give in-class support to teachers, facilitating pupils' access to the curriculum including assisting teachers of practical subjects as required with priority being given to health and safety.
- To support the school's policy on discipline to ensure high standards of pupil behaviour.
- To implement appropriate specific skills programs as may be arranged and directed by the coordinator for Special Needs or other professionals, working as part of a team.
- To assist in maximising the use of ICT in the learning process.
- To assist in the writing of regular reports and reviews on pupil's progress, to assist with general administration of records.
- Administer and assess routine tests and invigilate exams
- To liaise with parents and other agencies as required (i.e. Social Services, Health professionals etc.) as directed by the relevant professional.
- To inform other TAs/Teachers on a daily basis regarding the progress of pupils.



- To contribute to the formulation of measures that are directly connected to pupil achievement, in partnership with parents and under the direction of the relevant professional.
- To assist with pupil pastoral issues
- To work across break and lunchtime as directed
- To play an appropriate part in child protection procedures, such as relating relevant factual information and recording/reporting disclosures to the designated teacher/relevant professional.

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 a yearly basis and may be amended by the Principal 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 Criteria	Desirable Criteria	Method of Assessment / Source of Information
<b>Education and Qualifications &amp; Experience</b>			
GCSE English and Maths Grade C or above	✓		Application Certificates
Experience of Early Years Framework and National curriculum	✓		Application Certificates
Willingness to obtain further training for development in the role	✓		Application
First Aid qualification		✓	Application Certificates
Experience of working with children in a Primary School setting	✓		Application
Experience of working with children with special needs and/or in a school environment.		✓	Application
<b>Knowledge, Skills and Abilities</b>			
Good Communication skills, written and verbal	✓		Application Reference Interview
Good time management & organisational skills	✓		Application Reference Interview
Ability to work on own initiative	✓		Application Reference Interview
Knowledge of strategies which promote good behaviour & discipline	✓		Application Reference Interview
Ability to maintain necessary levels of confidentiality	✓		Application Reference





			Interview
An understanding of child protection and health and safety procedures	✓		Application Reference Interview
An awareness of specific SEND needs such as ASD and ADHD		✓	Application Reference Interview
A commitment to inclusion, ensuring every child feels valued	✓		Application Reference Interview
Effective communication, interpersonal skills and able to work successfully in a team	✓		Application Reference Interview
Child centered approach - caring, approachable, firm, understanding, consistent, assertive and calm	✓		Application Reference Interview
A good attendance and punctuality record	✓		Application Reference Interview
Flexible and adaptable, willing to work negotiated flexible hours as appropriate	✓		Application Reference Interview
Able to maintain a positive attitude even when things are challenging	✓		Application Reference Interview
Willingness to work negotiated flexible hours as appropriate	✓		Application Reference Interview
<b>Safeguarding</b>			
Understanding and commitment to safeguarding procedures within a school environment	✓		Application Reference Interview
Understanding of Data Protection	✓		Application Reference Interview

