



TEACHING ASSISTANT

RECRUITMENT PACK

GROWING TOGETHER, STRIVING FOR SUCCESS


Ofsted
Good
Provider



**Lime
Tree**
Primary
Academy



ABOUT THE TENNYSON LEARNING COMMUNITY



Tennyson Road Primary is part of The Tennyson Learning Community, a small Multi Academy Trust that invests in teachers and leaders to carry out their roles effectively, in order to attain excellence in its schools.

Dedicated to improving standards, we believe strongly in the benefits of working collaboratively across the Trust to drive outcomes and standards.

We are proud to run one of the highest performing primary schools in the country – Tennyson Road Primary School, Luton – “Together, in strength and partnership” we are able to offer an outstanding school improvement model with a proven track record.

In return for your commitment and hard work we offer:

- A school team who will share your energy and enthusiasm.
- A brilliant community of professionals across the Trust, with great expertise
- A superb professional development programme and career opportunities within the Trust
- Wonderful children who love learning
- Competitive pay rate
- Private health care plan

We are driven by a moral purpose and a vision that ensures every child has the right to outstanding teaching and, every academy, exceptional leadership. It is our vision to work with our children, their parents and carers and our staff to create and to sustain excellent academies.

	HIGH QUALITY AND INCLUSIVE EDUCATION FOR EVERY CHILD WITHIN THE TRUST		MEASURED AND MUTUALLY BENEFICIAL GROWTH
	HIGHLY EFFECTIVE PERSONAL AND PROFESSIONAL DEVELOPMENT		EFFECTIVE, WELL-INFORMED GOVERNANCE
	SAFE AND SECURE ESTATES THAT SUPPORT LEARNING		STRONG, CONTROLLED AND SUSTAINABLE FINANCIAL MANAGEMENT



Welcome from the Head of School



We pride ourselves on being a forward thinking, fully inclusive school. We strongly believe in supporting every child to reach their full potential and provide high quality support and interventions as part of a child's learning journey here.

Our School motto is 'Growing together, striving for success' and we firmly believe that working closely with pupils, parents and carers is key to positive outcomes for our pupils, helping them to leave our school equipped and ready for secondary education and the demands of modern life.

Children take part in engaging and exciting lessons and activities. Visitors and events such as drama workshops and artists are regularly welcomed to school to enhance and enrich our pupils' learning opportunities further.

We fully believe that children who are interested, challenged and engaged will learn more. We aim to provide an excellent education for our pupils together with parental support through a strong home school relationship. Children also learn about today's society and the importance of diversity and to respect others regardless of ability, gender, ethnicity, sexuality or religion.

Our recent Ofsted Inspection resulted in a grading of good in all areas, we are incredibly proud of the progress made through excellent teamwork and collaborative working, we are excited to drive these improvements further to achieve outstanding outcomes for all.



OFSED - "In lessons, pupils behave well and are attentive. They know their teachers want them to do well. Pupils behave sensibly in lessons and around the school."

"Children learn the behaviour routines from the early years. For example, they cheerfully share their bikes and toys. They learn to concentrate and persevere."

Ms Clare Lewis – Head of School



About Our Vacancy

Job Title	Teaching Assistant
Status	Fixed Term (12 months) leading to permanent for the right candidate
Working Hours	32.5 hours per week - Term time only (08.30 – 15.30)
Grade	L3 SCP 6
Salary	£25,989 FTE
Location	Dunstable, LU5 5QN
Start Date	September 2026
Reporting To	Head of school
Disclosure Level	Enhanced

Your job role will include:

- Working in a team with the class teacher to deliver excellent support with teaching and learning.
- Working with children on a 1:1 or group basis.
- Accompanying groups on trips.
- Supporting assessment and evidencing learning.
- Working with teachers to create stimulating classroom displays and learning resources.
- Maintaining a safe and positive environment for all children.
- Creating opportunities for all children to reach their potential, irrespective of ability.

What you will need to succeed

- Good numeracy and literacy skills.
- Qualified to NVQ level 2 for Teaching Assistants or equivalent qualifications.
- A qualification specific to early years would be an advantage.
- A passion for working with young people who require additional support in order to access education and social development.
- Ideally previous experience in supporting children with SEND, specifically in ASD/SEMH interventions, i.e., with sensory circuits, speech and language etc.
- Be a proactive and positive person who is always striving to meet children's learning needs.
- Have the ability to build a rapport with children.
- A commitment to the happiness, well-being, self-esteem and progress of everyone at the school.



Candidates should refer to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

We reserve the right to close this vacancy early should a suitable candidate be found; therefore, early application is encouraged.

What Happens Next

Please review the Job Description and Person Specification, if you require these documents in any other format, or have any other accessibility requirements, please contact us on hr@tennysonroad.school

Our application process is accessed by applying through [My new Term Tennyson Learning Community, Luton | Teaching Jobs & Education Jobs | MyNewTerm](#)

Please do not hesitate to contact the school for an informal conversation about the role. Interviews will be held soon after closing date listed on the posting.

Diversity and Inclusion

The Tennyson Learning Community values and cares about the lived experience and backgrounds our colleagues can bring to their roles. We believe a diverse team strengthens our organisation and encourages innovation.

We welcome applications from all backgrounds and ensure our colleagues feel respected and valued for being themselves.

We are committed to ensuring that employees who have a disability are given every possible assistance in the workplace. All disabled applicants that meet the minimum criteria for the job will be given the opportunity to be interviewed.

We have a commitment to make reasonable adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether or not that have a disability, is unfairly prevented from demonstrating their true abilities.

Safeguarding Children and Young People

The Tennyson Learning community and the academy schools are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity



- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

We are committed to ensuring a positive work environment and selecting candidates who align with our values and culture. As part of our thorough recruitment process, in accordance with DfE Keeping Children Safe in Education 2024, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

Any information we come across will be handled confidentially and considered in a professional manner. Our aim is to better understand your qualifications and suitability for the role. If you have any concerns or questions about this process, please contact us for more information.

Job Description and Person Specification

JOB DESCRIPTION	
JOB TITLE	Teaching Assistant
RESPONSIBLE TO	HLTA/Head of School
ALL STAFF RESPONSIBILITIES	<ul style="list-style-type: none"> • To live our Trust values, demonstrating ambition, collaboration, compassion, excellence, and inclusivity in your everyday work life. • To value professional development and welcome any training opportunities to develop personal skills and knowledge. • To agree to follow the school and Trust's policies and procedures.
MAIN PURPOSE OF THE ROLE	<ul style="list-style-type: none"> • To work under the instruction and guidance of teachers and senior leaders to undertake work, care and support programmes which enable access to learning for all pupils including those with special needs. • To assist the teacher in the management of pupils, the classroom and break times within all areas of the school.

DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Assist teachers in ensuring all pupils' continuing educational development through structured and agreed learning activities/teaching programmes including activities identified in Education and Health Care Plans. • Assist teachers in fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings. • Establish constructive relationships with pupils working with small groups or 1:1 to deliver targeted support. • Prepare, maintain, and use equipment and resources required to meet
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lesson plans and activities, assisting pupils in use.

- Ensure accurate records and observations are kept so that pupils receive the maximum benefit from their education.
- Supervise and support children during lunch break and play times to ensure their learning is extended beyond the classroom.
- Administer routine tests, invigilate exams, and undertake routine marking of pupil's work.
- Safeguard children at all times.
- Use learning strategies, in liaison with the teacher, to support pupils to achieve learning goals, adjusting learning activities according to pupil responses.
- Supervise and support pupils, including those with high needs, ensuring their safety and encouraging interaction and engagement in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence, providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Deliver learning through play for pupils during lunchtime and breaks.
- Establish constructive relationships with pupils, and interact with them according to individual needs, promoting inclusion.
- Create and maintain a purposeful, orderly, and supportive environment in accordance with lesson plans and assist with the display of pupils' work.
- Supervise and assist with any toileting/medical needs as required.
- Promote good pupil behaviour inside and outside the classroom, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parent/carers.
- Provide clerical and administration support for teacher, including administering coursework.
- Develop pupils' competence in independent use of IT in learning activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Awareness of the school's educational and behavioral policies for developing pupils.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Use initiative and remain consistent in any contact with pupils in order to



achieve the level of discipline required to maintain order.

- 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.
- Any other reasonable activity as directed by the line manager/Head of School.



PERSON SPECIFICATION		
	Essential	Desirable
EDUCATION, QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • Good numeracy/literacy skills demonstrated through at least the level of GCSE point 9-1 or equivalent. • Qualified to NVQ level 3 for Teaching Assistants or equivalent qualifications. 	<ul style="list-style-type: none"> • Childcare or early years qualifications (Ideally NVQ Level 2) • Training in the relevant learning strategies, e.g. literacy. • First Aid Training.
EXPERIENCE	<ul style="list-style-type: none"> • Working with or caring for children of a relevant age. • Some experience of working in an educational setting • Previous experience in supporting children with SEND, specifically in ASD/SEMH interventions, i.e., with sensory circuits, speech and language etc. 	<ul style="list-style-type: none"> • Previous TA experience in a primary school setting. • Appropriate attitudes to use of authority and maintaining discipline. • Secure knowledge of how pupils learn
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Effective use of ICT to support learning. • Use of other equipment technology – video, interactive whiteboard, photocopier, etc. • A good understanding of child development and learning. • Ability to self-evaluate learning needs and actively seek learning activities. 	<ul style="list-style-type: none"> • Understanding relevant policies/code of practice and awareness of relevant legislation. • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • A desire to work with young people to help them achieve their best in school. 	
GENERAL	<ul style="list-style-type: none"> • Understanding of safeguarding and its importance within an educational setting. <p>Awareness and understanding of equality and diversity.</p>	



OUR OFFER

The Tennyson Learning Community seek to appoint colleagues who share in our values and belief that **“Every Child Can”**.

We recognise that to offer the best outcomes for our children, our staff teams need the opportunity to be the very best they can be too. We do this by ensuring we have the following in place for all staff:

- Continuous professional learning
- Embedded initiatives to support with reducing staff workload.
- A strong supportive environment with dedicated line management structures and clear communication channels.
- Well-being assistance and support including a dedicated employee assistance helpline and occupational health.
- Opportunities to take part in exciting initiatives and projects that help shape the way our children will learn in the future.
- Wide range of family friendly policies in place for staff.
- Recognising national terms and conditions for staff.
- Teachers and Local Government pension schemes.

