



**Exeter**  
A Learning Community



Inspiring Futures  
through Learning

## Teaching Assistant Applicant Information Pack

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**TOGETHER, WE BELIEVE, WE WILL ACHIEVE!**

[www.exeterschool.co.uk](http://www.exeterschool.co.uk)

# WELCOME

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Dear Applicant,

Thank you for your interest in our school and the exciting opportunity that this role presents.

At Exeter, we love our school, our children and our community and we are passionate about what we do. Every day, we work hard to achieve a positive difference for the children entrusted in our care. We are proud to be an attachment-focused school, where we nurture all our children to achieve their best in all areas of life.


When you join Exeter School, you don't just join a team – you join a family! As part of the IFtL family there are a large number of benefits, most notably our commitment to supporting our employees through CPD and professional development.

Please take the time to consider the specification and requirements to the role of a Teaching Assistant. If you believe you can thrive in this role and you want to play a significant part in our journey, we look forward to receiving your application.

If you have any questions, please email us at: [head@exeterschool.co.uk](mailto:head@exeterschool.co.uk)

Yours sincerely,

Mrs Crawford and Miss Doherty  
Co-Headteachers of School







**WE ARE TEAM EXETER AND WE WORK HARD TO OVERCOME OUR CHALLENGES AND ACHIEVE OUR GOALS – MAKING MEMORIES AND DREAMS COME TRUE.**

# OUR VISION

As teaching assistants and teachers, we share a united vision for our school: a nurturing, dynamic learning environment where every child is inspired to explore, achieve, and grow—academically, socially, and emotionally.

We believe in building a culture of collaboration and respect, where all staff are empowered to contribute to student success. Teaching assistants play a vital role—not just in supporting classroom learning, but in helping children find their voices and flourish beyond the curriculum.

Together, we commit to:

-  Fostering communication and teamwork, recognising that learning is most effective when educators work as a united front.
-  Supporting every child's journey, celebrating diverse needs and helping pupils discover their strengths.
-  Driving high expectations, while remaining compassionate and responsive to the challenges our learners may face.
-  Encouraging curiosity, creativity, and critical thinking, so our school becomes a place of discovery and excitement.

We envision a school where children feel safe, challenged, and valued—and where every adult in the building models the values we teach: kindness, responsibility, and lifelong learning.

Together, we shape not just a school, but a community.



# OUR VALUES

Together, we work towards our school values, I CARE: integrity, creativity, aspiration, respect and responsibility and empathy.

We value the way all children and families are unique, and we celebrate diversity and equality, valuing the importance of each and every person within our Exeter community. We will respect others regardless of ability, age, gender, disability, sexual orientation, ethnicity or religion. We will provide a happy, caring, safe, supportive and positive learning community.

**Inspiring Futures through Learning**

**Our vision**  
To inspire the futures of us all through learning **together**

**Our IFTL family**  
As an IFTL family we understand, and are committed to, our responsibility in shaping and influencing the lives of future generations. We do this in partnership with our families, our communities, fellow educators, and other local and regional partners. We also do this with national policy makers and global leaders. We are committed to the levels of collaboration required to shape and protect the future. We start with our schools, our people, our family, and from there we grow. At IFTL we are never alone – one united family striving for excellence in all that we do.

**Our drivers**

- Creating ambitious, lifelong learners in strong schools**  
Imaginative schools that provide accessible, equitable, aspirational opportunities for all children to flourish
- Delivering high standards of curriculum for all within a positive learning culture**  
Engaging, adaptive, evidence based and rewarding lessons that build rich knowledge for life
- Investing in staff development to create innovative, research led, career pathways**  
Nurture, train, recruit, develop, deploy and retain great professionals throughout their careers and the wider system we serve
- Ensuring expert governance with a strong local identity**  
Robust and ethical accountability measures, engaging effectively with parents and the wider community
- Strong financial management with efficient and effective operational structures**  
Delivering value for money and prioritising the use of resource to reinvest in educational quality
- Being leaders in our community recognising our wider civic responsibility**  
Work with other civic structures to advance education for the public good in the communities we serve and beyond
- Nurturing a safe, secure and engaging environment in which we all thrive**  
Keeping everyone safe and well within an IFTL culture of collaboration and care

**Our values**

- F Fun**  
We enjoy what we do. We make positive contributions. We take pleasure from success.
- U Unique**  
We celebrate difference. We champion diversity. We are divergent in our thinking.
- T Together**  
We share the same promise. We support and encourage. We cooperate, collaborate and care for each other.
- U Unafraid**  
We are confident to challenge. We are courageous in our thinking. We are robust in our decisions.
- R Responsible**  
We act in the best interests of our communities and each other. We are accountable for our actions. We stand up to scrutiny.
- E Energetic**  
We are positive and dynamic. We explore new worlds. We innovate to achieve.
- S Safe**  
We are secure in our beliefs. We are protective and firm. We make decisions together.

**Our outcomes**  
 ★ Ambitious Learners ★ Rewarding Experiences ★ Skilled Professionals ★ Expert Governance ★ Firm Foundations ★ Community Champions ★ A safe place to be!

# APPLICANT INFORMATION

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**This section contains all relevant information**



# Teaching Assistant

Report to: Senior Leadership Team

Salary: Grade D3-4

Position: Temporary

Inspiring Futures through Learning (IFtL) is a family of schools who inspire all of our futures through learning together. At IFtL, we are never alone. We know we are stronger together – one united family striving for excellence for all, in everything we do. Exeter - A Learning Community prides itself on being the beating heart of the Exeter community. We are fully inclusive and provide for children no matter their gender, race or background. We have created bespoke and vibrant learning environments and engage children in a rich, skill and knowledge-based curriculum. We strongly believe in the value of learning at all ages and this is reflected in the way we journey together to achieve our goals. Together, we believe, we will achieve!

**#WelcomeToIFtL #BelongingInIFtL #IFtLFamily**

**We are looking for a Teaching Assistant to join our team to work with a pupil with special educational needs. This role involves supporting a pupil with their personalised timetable in line with the outcomes detailed within the EHCP. This means the role includes working within one of SEND provisions and 1:1 work.**

### **The successful candidate will:**

- Be passionate about learning and believes in the potential of all children.
- Show empathy and understanding, adopting an attachment-based approach to managing behaviour - understanding that the solution lies in what the behaviour tells us.
- Have a positive attitude and be prepared to take initiative.
- Be hardworking, conscientious, creative and energetic.
- Have exceptional interpersonal skills.

Potential candidates are warmly welcome to meet the Senior Leadership Team to learn more about this exciting role and the opportunities that it brings by visiting our school. Come and see our happy atmosphere and creativity in action - we are immensely proud of our thriving learning environment and superb children! To arrange a visit, contact Rostislava Moales (HR Administrator) on 01536 204765 or email [rmoales@exeterschool.co.uk](mailto:rmoales@exeterschool.co.uk) .

### **Job purpose:**

- To assist the class teacher or room lead to meet the needs of the children in the class in line with their next steps and individual plans. This role will include periods of 1:1 work on a daily basis.
- The post-holder will be responsible for supporting children's learning in the classroom, completing administrative tasks such as photocopying and preparation of resources and supervising break and lunch times.
- The post- holder will be responsible for running groups and specific interventions that enable pupils to make progress in their learning.

### **Job specification:**

Under the direction of the Class Teacher you will:

- Supervise and support children, ensuring their safety and access to learning.
- Ensure that the School's health, safety and behaviour policies are adhered to.
- Assist pupils individually or in small groups to understand and work through pre-defined learning activities.
- Run interventions that meet the needs of children and support them to make progress.
- Observe and document children's learning and contribute to the development of their learning stories and portfolios.
- Support, scaffold and extend children's learning through play.
- Provide routine clerical and other support to meet the delivery requirements of the School.
- Prepare and maintain pre-defined learning resources and work environment for specific learning activities to meet the needs of the pupils and the curriculum.
- Participate in meetings and team development activities to support the individual and team performances and development objectives.
- Monitor resource levels and ensure that the appropriate person is notified of stock levels.
- Ensure that resources are used appropriately to minimise waste.
- Observe and be aware of and report any pupil problems, progress and achievements to the Class Teacher to ensure that pupil records are accurately maintained.
- Gather and report information to and from parents as appropriate to meet the needs of the service delivery requirements.
- To undertake any other duties as requested by the Senior Leadership Team, these duties may change from time to time without changing their general character or level of responsibility.

*THIS JOB DESCRIPTION reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the school. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.*

### **Other information:**

Inspiring Futures Through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow the Trust's safeguarding policies and procedures and to behave appropriately towards children at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

**Please see below person specification.**

# Teaching Assistant

## Person Specification

CATEGORY ITEM	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none"> <li>Awareness of the curriculum, especially in regard to literacy and numeracy;</li> <li>Good IT skills and familiar with relevant packages.</li> </ul>	<ul style="list-style-type: none"> <li>Basic knowledge of first-aid – you may be asked to attend first aid courses;</li> <li>Previous experience of working with children of a similar age group, who have additional needs.</li> </ul>
Education and Training	<ul style="list-style-type: none"> <li>Good general level of education to Grade C or above – Literate and Numerate.</li> <li>Have or willing to undertake a Childcare Qualification (Level 2 minimum).</li> </ul>	
Job Related Knowledge, Aptitude and Skills	<ul style="list-style-type: none"> <li>Able to work with children, supervise and teach them effectively in groups and respond to individual needs.</li> <li>Good organisational skills.</li> <li>Able to work with a wide range of people in a courteous and effective fashion.</li> <li>Have knowledge of or be willing to learn about approaches that can support children with additional needs.</li> <li>Have knowledge of or be willing to learn about approaches such as the PACE model and emotion coaching.</li> </ul>	
Personal Qualities and Other Work Elements	<ul style="list-style-type: none"> <li>Able to listen, reflect, adapt and, as a result, grow;</li> <li>Exemplify and uphold the school's values ICARE (integrity, creativity, aspiration, respect and responsibility and empathy);</li> <li>Self-motivated and resilient;</li> <li>The post-holder should be committed to working with children and families from diverse backgrounds and to working with them to promote positive health and social outcomes;</li> <li>The post-holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff;</li> <li>The successful candidate will regularly move around during their normal working pattern, walking, standing, sitting and getting down to the children's level;</li> <li>You may be required to assist with moving PE equipment and outdoor equipment;</li> <li>You may be required to work outside for periods of time in all weathers (FS2/Year 1);</li> <li>You may, on rare occasions, be required to deal with toilet accidents and help to clean up children who have been ill.</li> </ul>	

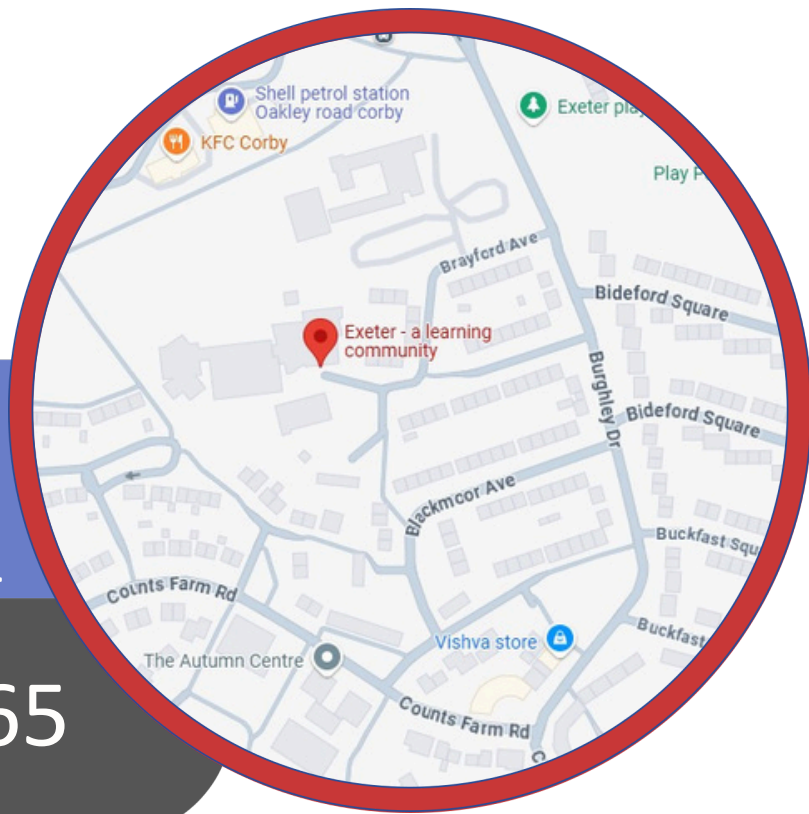


# Exeter

a learning community



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