



Astley CE Primary School

Recruitment Pack

SEND Teaching Assistant

Astley CE Primary School

Astley, Stourport-on-Severn, DY13 0RH

Established 1743



Tel: 01299 822002

Email: office@astley.worcs.sch.uk

Headteacher: Tracie Langfield



Dear Applicant,

Thank you for your interest in our vacancy for a Teaching Assistant at our school. We are a small rural school set within beautiful countryside. We are a Church foundation and believe that this makes a large and genuine difference to the atmosphere and ethos of our school. Applicants must be able to fully support the Christian ethos.

Our latest Ofsted inspection in May 2026 recognised particular strengths across the school. Early years, inclusion and personal development and wellbeing were all judged to be at the Strong standard, with safeguarding standards met. Inspectors described Astley as a caring and inclusive school where pupils feel that they belong, and found that leaders have created a highly inclusive culture with well-targeted support for pupils. They also noted that staff feel valued and supported and benefit from an effective programme of professional learning.

We are looking for someone who is passionate about educating the whole child and who understands the requirements for working in a Church of England School. We are currently recruiting for a teaching assistant to work across the key stages as needed. We can offer polite, well-behaved and enthusiastic children who have a thirst for learning and a supportive environment where staff are valued and encouraged to develop personally through a comprehensive CPD package and friendly colleagues.

The vacancy is for:

- Teaching Assistant – Part time, Permanent (12 hours in the first instance across 3 days a week)
- Start date is ASAP
- TA3 Scale Point 7-17 (dependent on experience) £7,522 - £8,838

If you would like to find out more about our school, please visit our website www.astley.worcs.sch.uk or our Facebook page <https://www.facebook.com/astleyprimaryschool>

The process: All applications must be submitted online through the Worcestershire County Council recruitment system, Tribepad. Please follow the Apply link on the job advert to create or log in to your account and complete your application.

Shortlisted candidates will be invited to interview through the recruitment system and will be asked to provide referee details at this stage. References will be requested prior to interview. At least one referee should be your current or most recent employer. We may also contact previous employers listed within your employment history where necessary to clarify information. Shortlisting will be based on applicants' suitability for the post, using the job description, person specification and information provided within your online application. Please ensure your application clearly demonstrates how you meet the requirements of the role.

The closing date is 12 noon on Friday 2nd October 2026. Shortlisted candidates will be contacted via email.

Interviews TBC

Thank you for your interest and we look forward to receiving your application.

Yours faithfully

Mrs Tracie Langfield (Headteacher)



Teaching Assistant Job Description

Job Title: Teaching Assistant

Reporting to: Headteacher

Hours of Work: Part time – 12 hours across 3 days in the first instance and timings for each day to be agreed following successful interview

Employer: Worcestershire County Council, based at Astley CE Primary School

Job Purpose

The role of teaching assistant is to form a strong part of a dedicated team where the education, well-being and safety of pupils is paramount. To demonstrate flexibility, initiative, sensitivity and commitment to the role and the school community. To support and promote high quality learning to ensure that every pupil achieves their highest academic potential at Astley. The role also involves sharing and supporting the corporate responsibility for the education and wellbeing of all pupils, nurturing positive relationships within the school community.

Safeguarding responsibilities

- To participate in annual Child Protection and Safeguarding training and updates.
- To be aware of KCSIIE Part 1 and understand how to report concerns.
- To report safeguarding concerns to the Designated Safeguarding lead or their Deputy.
- Use CPOMS to record concerns

Job Responsibilities

- Work as a team under the leadership and supervision of the class teacher.
- Set up and maintain a high quality learning environment, indoors and outdoors.
- Work with individuals and groups to plan and deliver quality learning and play opportunities, leading to excellent outcomes for all.
- Observe and assess children's learning to enable all pupils to make good progress.
- Lead interventions so that children do not fall behind.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Ensure pupils play safely and effectively together at all times.

- Assist children with personal care as is appropriate, with the intention of building independence.
- Take temporary responsibility for the class in the absence of the class teacher.
- Participate in performance management arrangements
- Evaluate teaching in order to seek continual improvement
- To provide subject leadership in at least one area of the curriculum
- Promoting positive relationships between pupils, safeguarding their health and happiness
- Attend, participate and contribute to staff meetings, professional development and other training events
- Establish courteous and caring relationships with parents and colleagues, to create a feeling of partnership
- Promote equal opportunities
- Participate in and supervise administrative and organisational tasks related to the classroom
- Demonstrate a commitment to continuous professional self-development in relevant areas.
- Attend all staff INSET days.
- Carry out any tasks that may be reasonably required by Headteacher

Personal and professional conduct

- Adhere to school policies with regards to professional conduct within and outside school, including social media.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community.
- Respect individuality and cultural diversity.
- Uphold public trust in the education profession.
- Maintain high standards of attendance and punctuality and have proper professional regard for the ethos, policies and practices of the school.

Knowledge and Skills

A Teaching Assistant should demonstrate an active knowledge and understanding of:

- The school vision
- School development plans shared in INSET and staff meetings
- School policies, processes and procedures
- Technologies, their use and impact in learning
- Teaching and intervention programmes used in class

Personal Qualities

Emotional Self Awareness

- To be a reflective practitioner, accurately assessing their own performance and able to amend future plans and teaching strategies to improve their effectiveness

- To demonstrate and model appropriate levels of self confidence such as the willingness to question accepted practice to gain clarification
- To know when to seek advice and help

Emotional Self Control

- The willingness to work and relate to others in an open and honest manner
- The ability to be flexible and adapt plans at short notice
- The desire to bring about the best outcomes for the children, themselves, their colleagues and the school
- The role requires high levels of initiative and the ability to be proactive
- Class teachers need to project a positive image and be able to demonstrate resilience

Empathy

- The role requires the holder to understand the importance of their position within the organisation and the need for them to contribute effectively to it, including the need to behave professionally, sensitively and with confidentiality
- The role requires a sense of dedication where the holder is motivated by the success and happiness of others
- The role requires a high level of empathy showing an awareness of the importance of treating pupils, parents and colleagues, and the community with consideration and understanding

Developing Self

- The role holder will need a genuine passion for learning, a commitment to lifelong learning which will result in a drive to seek their own continuing professional development
- They will want to share in the corporate task of school development

Developing Others

- The class teacher needs to be an inspirational leader in order to support the children, teaching assistants and parents to achieve the best outcomes. Class teachers will also have a role in supporting colleagues to develop professionally in line with school development priorities
- The class teacher will need to be able to influence others to achieve positive changes and improvements for the children, parents and colleagues
- The class teacher will need to manage and resolve conflict
- The role requires high levels of collaboration and the ability to work effectively as part of the team, and a willingness at times to take the lead.

Approved:

Date
 (Headteacher)

Approved:

Date:
 (Postholder)

This job description sets out the duties of the post at the time it was drawn up. Astley CE Primary School reserves the right to vary the duties and responsibilities and the post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Special Conditions

This post is exempt from the provisions of the Rehabilitation of Offenders Act and ALL convictions and/or cautions must be declared.

The post holder will be subject to an enhanced DBS disclosure and barred list check to satisfy child protection requirements.

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

We will contact past employers and explore any gaps in work history.

We reserve the right to carry out online searches via a search engine on applicants if we deem it is needed.

Astley CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We strongly encourage visits to the school and welcome telephone calls to arrange.

Please contact Amandine Stone, School Manager, on **01299 822002** or at hr@astley.worcs.sch.uk to arrange a convenient time and date.

Closing date: 12 noon 2nd October 2026

We reserve the right to close this vacancy early if sufficient candidates apply.

Interviews: TBC