

VACANCY – TEACHING ASSISTANT

As a new school, our team is constantly growing and we are looking for more wonderful Teaching Assistants to join us on our journey.

We are interested in candidates who have experience in Nursery, Reception, Key Stage 1 or Key Stage 2. Please make it clear in your supporting statement where your area of expertise lies.

This post would be most suitable for someone with experience of working with children with SEND as it will probably involve some 1 to 1 support for specific children.

We opened the doors to our amazing school in September 2023, with our continued growth seeing the opening of our Nursery this academic year. At full capacity, we will be a 3-form entry school, with places for a total of 630 pupils from Reception to Year 6 and 39 children in the Nursery.

The attached Recruitment Pack gives you more information about who we are and what we do. Please take the time to read through it before you apply.

Job title:	Teaching Assistant
Start date:	negotiable
Contract type:	Full time, permanent
Hours:	36 hours (term-time plus 5 INSET days) Monday to Wednesday 8:30 – 4:00pm Thursday and Friday 8:30 – 4:30pm (half an hour for lunch each day)
Salary:	£25,183 - £27,711 FTE - £21,203 - £23,332 actual salary
Application deadline:	Friday 28 th February 2025 at 9:00am
Interview date:	We will be interviewing candidates on a rolling programme and will contact people individually to arrange an interview time.

Visits to the school are welcomed. Please contact Jennifer Underhill (Admin Assistant) by emailing underhillj@thedenbighalliance.org.uk to arrange a time and date.

Applications for this role can be made on the MyNewTerm website by searching for Watling Primary School:

<https://mynewterm.com>

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check and online search is required for all successful applicants.

JOB DESCRIPTION

Role Title	Department	Reports to
Teaching Assistant	Teaching and learning	Class Teacher Headteacher

PURPOSE

To work alongside and under the direction of the Class Teacher and other members of the school community to raise the learning and attainment of pupils.

To provide support to pupils to enable them to access the curriculum, take part in learning and experience high levels of achievement.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

Teaching and learning

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the Class Teacher and increase achievement of all pupils.

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.

Support the teaching of the whole curriculum to enable pupils to achieve their full potential in all areas of learning.

Deliver high-quality interventions (including phonics sessions) to small groups of children.

Support and engage children in purposeful outdoor activities during break and lunchtimes.

Use effective behaviour management strategies consistently in line with the school's policy and procedures.

Use IT skills to advance pupils' learning.

Organise and manage teaching spaces and resources to help maintain a stimulating and safe learning environment.

Supervise a class if the teacher is temporarily unavailable.

Undertake any other relevant duties given by the Class Teacher.

Planning

Read and understand lesson plans shared prior to lessons and ask for clarification on any points of uncertainty.

Take an active role in preparing the classroom and outdoor areas for learning.

Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and sharing these observations with the Class Teacher regularly.

Whole-school organisation, strategy and development

Contribute to the development, implementation and evaluation of the school's policies, practices and procedures and support the overall values and vision of the school.

Make a positive contribution to the wider life and ethos of the school by attending extra-curricular school events.

Work collaboratively on curriculum and other identified school development initiatives to secure co-ordinated outcomes.

Health, safety and discipline

Recognise that health and safety is a responsibility of every employee.

Maintain good order and discipline among pupils, managing behaviour effectively to ensure a positive and safe learning environment.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

Professional development

Take part in the school's appraisal and performance management procedures.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve own teaching.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

Working with colleagues and other relevant professionals

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues in other schools, sharing knowledge and expertise and working collaboratively.

Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.

Access support and advice from other external agencies.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to the Watling Primary School Staff Code of Conduct.

Safeguarding and Child Protection

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

PERSON SPECIFICATION

E – Essential

D – Desirable

Qualifications/Education	GCSE (or equivalent) including a minimum of a Grade 4 (previously Grade C) in English and Maths (E) Level 2 or 3 Teaching Assistant certificate or diploma (or similar relevant qualification) (D) First Aid training, or a willingness to complete this (D) Forest School approved qualification (D)
Experience	Experience of working in a school environment or other educational setting. (E) Experience of working in Early Years Foundation Stage or Key Stage 1. (E) Experience of delivering specific interventions to support learning. (E) Experience of delivering phonics sessions to small groups of children. (D) Knowledge of the Little Wandle phonics programme. (D)
Knowledge and skills	A sound understanding of the roles and responsibilities of a Teaching Assistant within the classroom and the wider school context. (E) A good understanding of continuous provision and the ways in which it effectively promotes opportunities for learning through exploration. (D)

	<p>Subject and curriculum knowledge relevant to the role and the ability to apply this effectively in supporting the Class Teacher and pupils. (E)</p> <p>Secure literacy and numeracy skills, linked to an understanding of the requirements for age related expectations. (E)</p> <p>A sound understanding of the teaching of phonics and the components of a high quality phonics session. (E)</p> <p>Excellent verbal communication skills and the ability to model high standards of spoken and written English. (E)</p> <p>Competency in the use of IT and a good understanding of how to use IT effectively to support learning. (E)</p> <p>Good organisational skills and the ability to work calmly under pressure. (E)</p> <p>The ability to build effective working relationships with pupils and adults. (E)</p> <p>Skills and expertise in understanding the needs of all pupils and an understanding of how to adapt and deliver support to meet those individual needs. (E)</p> <p>A sound understanding of data protection and confidentiality. (E)</p> <p>Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E)</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)</p>
<p>Particular aptitudes Personal skills</p>	<p>An alignment with the values of The Watling Way. (E)</p> <p>High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E)</p> <p>A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E)</p> <p>An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)</p> <p>A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D)</p> <p>A brave approach to embracing innovative ways of doing things. (E)</p>

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT:

SIGNED:

DATE:



WATLING PRIMARY SCHOOL
**RECRUITMENT
PACK**

2024/25



ABOUT WATLING PRIMARY SCHOOL

Watling Primary School opened its doors in September 2023, with its continued growth seeing the opening of its Nursery this academic year. At full capacity, it will be a 3-form entry school, with places for a total of 630 pupils from Reception to Year 6 and 39 children in the Nursery. The school will serve the local community, providing places for children as they move into the rapidly expanding western area of Milton Keynes.

Watling Primary School currently has children in Nursery, Reception, Year 1, 2 and 3 and is anticipating significant growth for September 2025. As well as additional classes in all current year groups, the ongoing development and expansion of Key Stage 2 will be a focus for next academic year.

At Watling Primary School, the Early Years Foundation Stage Framework guides the curriculum. The school values enquiry-based learning, fostering critical thinking from Early Years through to Key Stage 1 and 2. The school has developed its own set of learning characteristics, promoting them throughout its teaching approach. This underpins a commitment to equipping pupils with the knowledge, skills and attributes to become confident, ambitious, and well-rounded individuals who contribute positively to society.

In addition to the Primary National Curriculum, the school emphasises the STEM subjects of Science, Technology, Engineering, and Maths. Outdoor learning is also a key part of the provision, connecting children to nature through Forest School and supporting mental, physical and emotional well-being.

Watling Primary School also teaches children the importance of respecting and protecting the environment, with a focus on sustainability at local, national, and global levels.





WELCOME FROM THE HEADTEACHER

Welcome to Watling Primary School and thank you for your interest in joining our team.

Our Watling Way school values of Wonder, Aspire, Teamwork, Learn, Include, Nurture and Ground-breaking encompass the behaviours and learning characteristics we encourage of all members of our school community, not least of all our staff. Our vision is to create a learning community where all members feel valued, respected and empowered to develop to their full potential by 'nurturing a passion for learning.'

We are very proud of our logo and the way in which it reflects our school community. Each of the distinctive shapes represents and celebrates the individual and the position of each shape creates a 'W' within the negative space. When the shapes are brought together, they align to make a whole.

We are now looking for people to strengthen all aspects of our existing team and join us on this incredible journey. Together we have an opportunity to continue to develop an amazing school and local community, built on positive relationships and the pursuit of excellence.

At Watling Primary School, you'll have the opportunity to work closely with a fantastic team of like-minded individuals who have done an incredible job of establishing our new school and our unique approach to learning, while also helping to shape the school's future direction. We offer leadership opportunities with the autonomy to make impactful decisions, as well as extensive career progression as our school continues to grow. We prioritise staff well-being, fostering a positive learning environment for all, and our state-of-the-art indoor and outdoor facilities—including a purpose-designed staff room and dedicated work room—ensure you have the space and resources to thrive. We encourage innovation, offering the chance to explore bold, new approaches to delivering educational excellence, alongside a commitment to professional development, succession planning, and further career opportunities both within our school and across the wider Trust.

We encourage prospective candidates to come and see for themselves what it is that we do. We are confident that a visit to Watling Primary School will convince you that you want to be part of our team. To join one of our presentations and tours, please contact our Admin Assistant, Jennifer Underhill, by emailing underhillj@thedenbighalliance.org.uk

I look forward to sharing our wonderful school with you and hope to meet you in person soon.

Vikki Pegg
Headteacher

ABOUT OUR MULTI-ACADEMY TRUST

The Denbigh Alliance Multi-Academy Trust consists of six schools in Milton Keynes; 2 secondaries and 4 primaries. We deliver a Maths Hub, a Computing Hub, a SCITT and we are a delivery partner for Early Career Framework.

The aim of the Trust is to provide the best possible education to students between the ages of 3 to 19. We want to grow as a Trust in a measured way and work with schools where we can make a significant difference to the progress and attainment of students.

Our Central Team is committed to delivering an exceptional service with our schools so that each school can have an increased focus on teaching and learning. We have a Scheme of Delegation that empowers schools to meet the needs of the students in their care.



OUR TRUST MISSION AND VALUES

CARE

We are a big organisation with a small feel and offer individualised care to our students.



EDUCATION

We aim to achieve outstanding outcomes for all students, regardless of ability or background.

OPPORTUNITY

We have a responsibility to enrich, broaden and deepen students' learning by providing valuable experiences inside and outside the classroom.



OUR TRUST VISION

In the Denbigh Alliance schools we harness ambition by delivering excellence and enriching the lives of all children within the Trust. Each of our schools has its own distinctive character and is at the heart of their local community.

WHY WORK FOR THE DENBIGH ALLIANCE?



PAY

Our salaries are nationally benchmarked and aligned to STPCD and NJC scales, with annual cost of living increases and performance based pay rises.



PENSION

All teachers are entitled to receive the Teachers' Pension, while associate staff are automatically enrolled in the Local Government Pension Scheme.



LEARNING & DEVELOPMENT

We pride ourselves on prioritising staff development with support from experienced leaders and partnerships with the SCITT, Maths Hub, Computing Hub and Early Careers Framework.



MENTAL HEALTH

From Day 1, all staff will have access to an Employee Assistance Program (EAP) and on-site support from HR and trained mental health first aiders. Our policies are designed to support you through various life stages, including flexible working arrangements and menopause support.



PHYSICAL HEALTH

Our Cycle to Work scheme promotes healthy and sustainable commuting options. We also give all staff the option to have a free flu jab annually.



LIFE OUTSIDE WORK

We understand the importance of work-life balance and have policies in place to support it. That's also why all staff have an additional leave entitlement so they don't miss out on important personal events like weddings and graduations.

LIFE IN MILTON KEYNES

Established just over 50 years ago, Milton Keynes is a diverse, welcoming and expanding place. Beautiful open spaces sit alongside popular leisure attractions, there's lots on offer culturally, and our friendly neighbourhoods feature high quality community facilities with easy ways to get around on foot and by bike as well as by car.

Milton Keynes is 40 minutes from London, 30 minutes from London Luton Airport and a stop on the West Coast Mainline, connecting Scotland and the North West with the capital.

We're known to be a 'smart city', leading the way in projects like autonomous vehicles and robot deliveries, and we have a strong economy with plenty of highly skilled jobs. We also have a great deal of unexpected history with rural villages and busy towns like Bletchley (home of The Codebreakers).

Facilities include a large shopping centre (over 190 stores), a 1400 seat theatre, a municipal art gallery, two multiplex cinemas, an ecumenical central church, a 400 seat concert hall, a teaching hospital, a 30,500 seat football stadium, an indoor ski-slope and a 65,000 capacity open-air concert venue. Seven railway stations serve the Milton Keynes urban area (one inter-city). The Open University is based here and there is a small campus of the University of Bedfordshire.

Most major sports are represented at amateur level; Red Bull Racing (Formula One), MK Dons (association football) and Milton Keynes Lightning (ice hockey) are its professional sports teams.

