



Cavalry Primary School

TEACHING ASSISTANT



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will require an enhanced DBS check and pre-appointment checks, including checks of identity and qualifications, satisfactory references and, where relevant, proof of the right to work in the UK.

Dear Candidate,

Thank you for your interest in the TEACHING ASSISTANT role available here at Cavalry Primary School. Our school currently has about 405 pupils on roll and up to 75 part-time pre-school children.

Our school is located in the Fenland town of March in Cambridgeshire. We can offer you well-behaved and motivated children who are eager to learn, an extremely talented team of staff and a very supportive academy trust as an employer. In June 2024 we were rated by OFSTED as 'good'.

We are seeking a teaching assistant to join the school as soon as possible.

This role would be ideal for a graduate considering teacher training in the future.

TEACHING ASSISTANT VACANCY

A permanent post to work 26.75 hours weekly term time only. This role will include supporting children with additional needs.

Salary: Level 2 teaching assistant: Scale point 5 or 6 according to experience £25,584 to £25,989 pro rata (c £17,656 to £17,935 actual)

Hours worked:

8.40 to 12.10 with a 15 minute break

13.10 to 15.15

The successful candidate will also be offered the opportunity to work as a midday supervisor for 30 minutes each day. Salary: level 2 scale point 3, £24,796 pro rata £1,404

You are welcome to visit the school prior to applying for this post - please contact the school office to arrange this. I wish you well and look forward to receiving your application.

Yours sincerely

S Edwards

Sarah Edwards
Headteacher



Our school

Cavalry Primary School is situated in the town of March in the heart of Fenland. We currently have 405 children on roll and a further 75 children attend our nursery on a part time basis. Our catchment area is very mixed but many of our children come from low income households. We believe that we have built a school which serves the interests of all the children very well. Our Ofsted reports of 2010, 2013 and 2019 tell the story of the school's journey and we are very proud of what they tell prospective staff and parents about the school community.

The Cavalry Team

We have a staff of approximately sixty-five, many of whom play more than one role. There is a very strong team spirit and staff work closely together. We run our own nursery which is located inside the March Child and Family Centre. Every year team has a teaching assistant for most of the week and those of our children who have an EHCP also have support as required. We value our inclusive ethos and visitors to the school often comment on the calm and purposeful atmosphere. Teaching assistants are usually asked to spend part of each day supporting children who have significant special educational needs and part of each supporting more generally with all children in the class. We provide regular training for teachers and support staff, often linked to particular areas of learning or SEND.

Our Core Curriculum

The main focus of everything that we do supports the development of the children's literacy and numeracy skills. Our teachers and teaching assistants in all areas of the school's different phases are highly skilled at working with both our higher-achieving children and those for whom learning is difficult. We strive to offer them a wealth of rich activities and experiences to support their development from whatever their starting point is. We believe that this is what makes our school so successful.

Our Wider Curriculum

We passionately believe that our children are entitled to a broad and exciting curriculum. We always try to make sure that all talents can be developed. The school has a wonderful reputation for art and music and has been recognised as a centre of excellence in the arts. We have developed a large community concert band in which staff, past pupils and current pupils play alongside one another. Our choir, comprising of more than fifty pupils, has sung at the Royal Albert Hall and the O2 Arena and is in great demand locally for civic occasions.

Our art work is much admired by all visitors to the school and displays throughout the school are of a very high quality. In the swimming pool we have also built a strong reputation, winning galas regularly, and our cricket teams have enjoyed regular success at local level winning through to representing Fenland in county finals.

One of the highlights of our year 3 programme is our two night residential trip to Burwell House near Cambridge. This prepares the children for our more challenging four night residential visit to Wales, which is offered to children in Year 5. It is experiences such as these that make our curriculum vibrant and exciting for all of our children regardless of ability or home background



Extended School Provision

We have a family support worker on the team to support the Headteacher with pastoral work, and we run our own nursery, breakfast club and after school club. The close links with parents, which this provision fosters, pay dividends for our parents. We know our children and families very well and support them in whatever ways we can.

Children's Centre

The Child and Family Centre on site enables us to develop excellent working relationships with the District Team and Under Five team. Midwives, Health Visitors and Family Workers visit the premises regularly and the informal networks that can be developed are very helpful and supportive. The Headteacher of Cavalry works very closely with the team from Barnardo's.

The Elliot Foundation Academy Trust

Cavalry School is an academy and chose to join The Elliot Foundation Academy Trust (TEFAT) in March 2017. TEFAT works with about 36 schools, with a hub in London, a hub in the West Midlands and a hub in Fenland/Peterborough. You can find out more about the ethos and policies of the academy trust by visiting their website (www.elliottfoundation.co.uk).





JOB DESCRIPTION

Teaching Assistant

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the Role

- to support individual and small groups of children with their learning
- to assist the class teacher with a range of administrative tasks, including photocopying, tidying the classroom, preparing work for display
- to support the wider school team e.g. by assisting with playground duties

General Responsibilities

- Be familiar with and support the Trust's Vision, Values and Goals;
- Be aware of and comply with relevant policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection;
- Embrace and celebrate diversity, ensuring equal opportunities for all;
- Contribute to the overall aims of the Trust;
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. We expect employees to behave in a manner that role models positive behaviours for our students;
- Ensure your own continuous professional development, seeking active opportunities for innovative and effective practice; and
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Specific Responsibilities

To work to support children in English and Mathematics

To work in partnership with the classteacher

To assist with the implementation of the aims and policies of the school.

To assist pupils with their learning in class, group and individual situations working under the direction and immediate supervision of the classteacher.

To work with specified groups or individual pupils during English and maths sessions, monitoring progress and alerting teachers to any problems.

To change home reading books on a daily basis, noting parental comments and alerting the classteacher when necessary. To regularly update Reading Pathways and hear readers when this is appropriate.

To assist pupils with their learning of words on the Spelling Pathway. To test spellings, noting achievements and reporting concerns to the classteacher.

To help promote and reinforce the pupils' confidence and self-esteem.

To help keep pupils on task and build motivation.

To assist in the provision of a range of stimulating activities for pupils in a class or group.

To ensure equipment is maintained in good order and undertake routine repairs as necessary.

To assist in displaying pupils' work to its best advantage.

To assist in preparing classrooms for lessons, including setting out and tidying away the equipment and materials required.

To encourage the development of speech and communication, including special help for those pupils whose first language is not English.

To assist the teacher with establishing good relationships with parents, offering information and help.

To attend to any sick or hurt pupils, administering basic first aid, reporting any signs of illness, neglect or apparent non-accidental injury.

To observe children's play and behaviour and report any significant facts or concerns to the class teacher.

To accompany pupils on educational visits.

To carry out other duties consistent with the overall nature and grading of the post

To undertake an annual review of progress with a line manager

To attend relevant courses and undertake other appropriate professional development.

Key Performance indicators

- High quality communication and support provided to children, teachers and parents
- Uses a range of strategies to help children and stay motivated
- Confidentiality maintained at all times in dealings with staff, visitors and parents

Key Relationships (Internal and External)

- Headteacher and Senior Leadership team (SLT)
- Class teacher
- Children and parents

Notes

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the school. The duties of this post may vary

from time to time without changing the general character of the post or level of responsibility entailed;

- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check.

Person Specification - Teaching Assistant

	Essential	Desirable
Education and Qualifications		
Educated to GCSE level A to C (or equivalent) in five subjects including maths and English	X	
Level 2 qualification in supporting teaching and learning OR Level 3 qualification in early years and childcare		X
Knowledge and Experience		
Understanding of school policies and procedures		X
Experience of working in a school or early years setting		X
Experience of working with children with SEN		X
Professional Skills		
Ability to contribute to a team working culture	X	
Ability to work under pressure, prioritise and respond to deadlines	X	
Able to relate well to children and adults	X	
Good written and oral communication skills	X	
Competent IT skills (including use of emails, able to support children with basic word processing or internet searches)	X	
Ability to work on own initiative with a proactive approach	X	
Personal Qualities		
Self-motivated, with a 'can do' approach to problem solving	X	
Ability to learn quickly and effectively	X	
Flexible, resilient and balanced approach	X	
Reliable, enthusiastic, committed	X	
Ability to form and maintain appropriate professional relationships	X	
Have a willingness to demonstrate commitment to the values and behaviours which flow from the Elliot Foundation ethos	X	

Application and Selection Process

Your application form should be completed with reference to the job description and person specification, and we ask that you enclose an accompanying letter to tell us more about yourself, no more than one side of A4.

The selection panel will take into consideration the qualifications and skills of each applicant as well as experience and personal attributes. References for candidates who have been shortlisted for interview will be requested prior to interview. In line with 'Keeping Children Safe in Education', a social media/online search will be carried out for candidates who have been shortlisted.

KEY DATES

Closing date for applications: 14 January 2026

Visits to school: Visits to the school are warmly welcomed. To arrange a visit please contact the school office by email - office@cavalryprimary.org

Interviews: will take place 20 January 2026

Please return your completed application form with a covering letter, marked for the attention of Sarah Edwards, to:

**Cavalry Primary School
Cavalry Drive
March
Cambs
PE15 9EQ**

office@cavalryprimary.org

