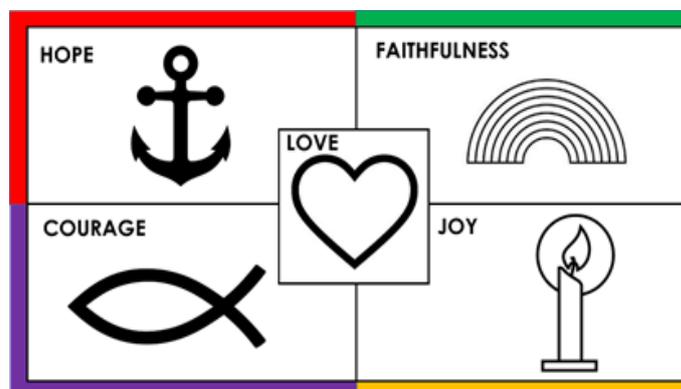




# Cheveley C of E Primary School Application Pack



## Teaching Assistant





# Cheveley C of E Primary School Application Pack



Thank you for your interest in applying for the role of Teaching Assistant at Cheveley C of E Primary School. We hope this pack supports you finding out more about our school.

We are looking for enthusiastic and skilled people who put children at the centre of all they do, think and believe. We are looking for staff with a determination to achieve the best outcomes for each and every child and all our staff are vital in delivering the quality of service our children and their families deserve.

## How to apply

You are invited to submit an application form with a supporting letter by email to [office@cheveley.cambs.sch.uk](mailto:office@cheveley.cambs.sch.uk), alternatively you can post your application or deliver it by hand to:

Helen Whybrow  
School Business Manager  
Cheveley Primary School  
Park Road  
Cheveley  
Cambridgeshire  
CB8 9DF

Please note C.V.'s are **NOT** accepted as part of the application process

To comply with changes in government legislation you will need to provide proof of your right to work in the UK. As well as information to enable a Disclosure and Barring check to be made as these are mandatory and need to be in place prior to employment starting.

The application process and timetable:

<b>Application deadline:</b>	Friday 17 <sup>th</sup> April 2026
<b>Interviews:</b>	Thursday 23 <sup>rd</sup> April 2026
<b>Start date:</b>	As soon as possible

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.



# Cheveley C of E Primary School Application Pack



## About Our School

Our school lies on the borders of Cambridgeshire and Suffolk, and serves the villages of Cheveley, Ashley, Kirtling, Woodditton, Upend and Saxon Street. We also have children attending from outside our catchment area.

We are a voluntary controlled Church of England School, belonging to the Ely Diocese, and have close links with our local church and the local and wider community.

## Vision:

Dream Believe Work Achieve

## Values:

Our Christian values of:

Hope, Faithfulness, Courage, Joy and Love are linked to our school values.

## Mission Statement:

Inspire everyone to achieve their very best through Christ who strengthens them.

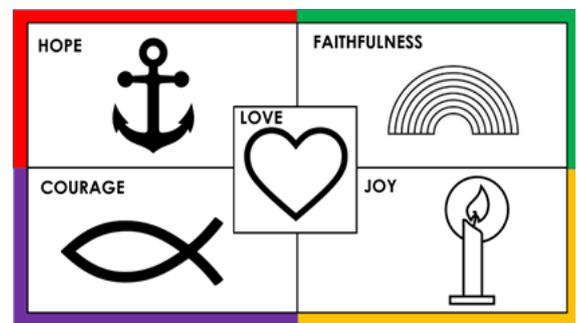
'I can do all things through Christ who strengthens me'. Philippians 4:13

As a Christian school, our values greatly inform all of the decisions we make for the children, staff, governors, families, community and wider links. They reflect the way we 'live' in our school.

## Aims:

We seek to ensure that our children achieve the following:

- Have a passion for learning, feel ready for the future and have the motivation and determination to keep on learning more.
- Have a range of experiences through an enriched curriculum.
- Know what it feels like to succeed at something and achieve their very best.
- Understand how incredible they are as unique individuals, believe in themselves and have the confidence and resilience to follow their ambitions.
- Feel supported, listened to and included by a staff team that cares for them.
- Have the opportunity to be recognised for their achievements and celebrate their successes.
- Grow healthy and strong and gain an understanding in how to look after their body and mind.
- Know friendship and learn how to get along well with other people.
- Feel part of the school and wider community, proud of their school and feel inspired to make a difference to the places they live and the wider world





# **Cheveley C of E Primary School Application Pack**



## **Safeguarding, Safer Recruitment and Data Protection**

At Cheveley Primary School we recognise that Schools and School personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.



# Cheveley C of E Primary School Application Pack



## The Advert

Part Time Level 3 Teaching Assistant with Mid- Day Supervisor Hours

Pay: Teaching Assistant Level 3 point 7 – 11 (FTE £26403 - £28142)  
prorate - £11230 to £11970 (actual)

Midday Supervisor Level 1c point 3 (FTE £24796) - £1680 (actual)

Work Pattern/Hours: Teaching Assistant - Monday, Wednesday & Friday  
8.45am – 3.15pm - 16.5hrs per week Term Time only

Midday Supervisor – Monday, Wednesday & Friday  
12.00 to 1.00pm – 3hrs per week Term Time only

We wish to appoint an experienced Teaching Assistant, primarily as 1:1, starting ASAP January 2026. Start date may be negotiable for the right candidate.

Are you energetic, hardworking and enthusiastic, and committed to supporting children achieve educational excellence and inclusion? Do you want to inspire, motivate and make a difference within a team of like-minded, dedicated staff?

We are looking for someone who:

- has experience of working with children on a 1:1 basis
- can develop strong relationships with all key stakeholders, especially the child
- can be flexible and sensitive to pupil's needs;
- can play a key role in the support of learning,
- is able to work effectively in a team;
- has excellent communication and interpersonal skills;
- is keen to extend their own learning, participating in continued professional development;
- is willing to promote the vision and ethos of the school;

Duties may include:

- supporting staff within the classroom
- working with a child with additional needs
- record keeping
- supervision of outdoor learning

As a school we can offer you:

- enthusiastic children who enjoy taking part in school life



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- friendly and supportive colleagues
- an ethos of teamwork and collaboration
- a school committed to providing the best for all of its children
- opportunities for further professional development

The school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS and online check.

Application Closing Date: Friday 17<sup>th</sup> April 2026



# Cheveley C of E Primary School Application Pack



## **Job Description and Person Specification**

**Post:** Teaching Assistant – Level 3

**Grade:** Level 3 point

**Salary:** Level 3 Point 7 - 11

**Hours:** Monday, Wednesday & Friday 8.45am to 3.15pm - 16.5hr per week

**Responsible to:** Headteacher

### **Job Purpose:**

Support the classroom teacher to facilitate the active participation of children in the academic and social activities of the school. Contribute to raising standards of achievement for all pupils.

### **Principal Accountabilities:**

#### **1. Support for children**

- Under the direction of the class teacher, supervise the class in following a programme of study.
- Provide specialist learning support (requiring in-depth knowledge and experience) to children with severe special needs, or where English is not their first language.
- Take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with the class teacher.
- Establish and maintain supportive relationships with individual pupils, small groups and parents/carers to ensure they understand and can achieve the tasks.
- Liaise with specialist services on behalf of individual pupils, e.g. educational psychologists, speech therapists, by agreement with the class teacher.
- Encourage and promote inclusion in the classroom, ensuring all pupils feel involved with tasks and activities.

#### **2. Support for the curriculum**

- Support the school curriculum, including literacy and numeracy activities.
- Provide additional tuition for children who need extra support with ICT.
- Arrange and deliver special classes for pupils to improve the range or quality of subjects offered as agreed.
- Provide targeted support to enhance learning and improve attainment

#### **3. Support for the teacher**

- Contribute to reports on pupil progress and development against National Curriculum descriptors.
- Contribute to the development of IEPs for children with special needs.
- Contribute to the planning and evaluation of work programmes for individual pupils and groups.



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- Provide feedback on learning activities and contribute to school review and development planning.
- Organise the learning environment and develop appropriate classroom resources as required.
- Contribute to behaviour management within the school and take charge of situations to allow the teacher to continue to work with the rest of the class.

#### **4. Support for the school**

- Develop and maintain effective working relationships with other staff and parents or carers.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings.
- Contribute to the development of less experienced teaching assistants
- Act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.
- Make suggestions for school events and take a leading role in organising them as agreed.

#### **Variation Clause:**

It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

#### **Flexibility Clause:**

Other duties and responsibilities express and implied which arise from the nature  
And character of the post within the school mentioned above or in a comparable  
post in any of the School's other sections or departments.



# Cheveley C of E Primary School Application Pack



## Person Specification

<b>Experience</b>	Current or recent experience of working within a Primary setting preferred but not essential as training will be given
<b>Qualifications</b>	Holds, or is working towards NVQ Level 2 or 3 in childcare and Education or equivalent qualification or experience  Good Numeracy and Literacy skills  Training in relevant learning strategies  First Aid Training
<b>Teaching and Learning</b>	Provides high quality teaching and learning support to meet the needs of all pupils in the the school
<b>Skills</b>	Has excellent communication skills  Able to use own initiative and work as a member of a team  Competent user of ICT
<b>Knowledge</b>	Preferably has good knowledge of the expectations of good quality Primary provision provision  General understanding of the Curriculum  Understanding of the principles of child development and learning  Understands the principles of keeping children safe in Education  Has some knowledge of teaching phonics
<b>Personal Attributes</b>	Ability to relate well to children and adults  Works constructively as part of a team, understanding classroom roles and responsibilities and your own position within these  Able to deal sensitively with people and achieve positive outcomes  Ability to self-evaluate learning needs and actively seek learning opportunities  Enquiring, independent thinker  Approachable, honest, reliable, resilient



# Cheveley C of E Primary School Application Pack



## JOB DESCRIPTION

**Post Title:** Midday Supervisor

**Grade:** Scale 1C, Grade 1 point 2-3

**Responsible to:** Headteacher, or Senior Supervisor or Midday Co-ordinator

**Purpose of the Job:** To ensure the security and care of the pupils of the school and to promote their social development during the lunch time period.

### Main Duties and Responsibilities:

1. To supervise pupils, during the lunch period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.
2. To report to the Co-ordinator\* at beginning of the lunch period and receive any instructions with regard to duties.
3. To monitor the behaviour of pupils discouraging in a positive way any anti-social behaviour and reporting any incidents to the Co-ordinator\* as appropriate.
4. To ensure the safety and well being of children, providing emotional support where necessary.
5. To arrange and supervise appropriate activities under the direction of the Co-ordinator\*.
6. To ensure that all pupils who suffer any injury or accident are dealt with appropriately in accordance with the school's agreed procedures.

### Dining Hall

7. Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
8. To organise dinner queue and entrance of pupils into dining hall and from dining hall to playground: ensuring good behaviour and calm atmosphere. To deal with any misbehaviour that may occur in accordance with the school's behaviour policy. Report, as appropriate, incidents to Co-ordinator\*.
9. To encourage all pupils to eat but especially those with special needs or disabilities and to assist children with cutting up of food, pouring of water etc. where necessary.
10. To encourage social skills and good table manners, ensuring safety with knives and forks.
11. To clean up spillages of food and to organise clearing cutlery and crockery off tables.



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## Playground

12. Where appropriate, to collect pupils from classroom ensuring that they are adequately dressed for the weather conditions.
13. To supervise and control entrance and exit to school premises by pupils during the lunch break. Check on any strangers who may enter the school grounds and report any concerns to the co-ordinator.
14. To ensure that pupils who leave the school site have permission to do so.

## School Premises

15. To supervise pupils on the school premises in the hall, classrooms, on stairs and through corridors, when they are not allowed outside because of inclement weather.
16. To ensure that, when classrooms are used during the Midday break because of inclement weather that the children are quietly occupied and that the classroom is left tidy, ready for afternoon school.
17. To check toilet areas regularly to ensure that they are clean and being used appropriately. To report any problems to the Co-ordinator.
18. To:
  - take part in training appropriate to the job of midday supervisor.
  - take part in any appraisal arrangement made by the school.
  - undertake any other duties consistent with the purpose of the job.\* or Senior Supervisor or Headteacher, as agreed.

## Flexibility Clause

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

## Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation



# Cheveley C of E Primary School Application Pack



## Person Specification – Midday Supervisor

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• None Required</li></ul>	<ul style="list-style-type: none"><li>• Current 1<sup>st</sup> aid qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• supervising children as a parent or carer</li></ul>	<ul style="list-style-type: none"><li>• working with groups of children on a voluntary or paid basis.</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• managing the behaviour of groups of children.</li></ul>	<ul style="list-style-type: none"><li>• development and social interaction</li><li>• the value of constructive play opportunities.</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• work as part of a group and individually</li><li>• inspire trust and confidence in children</li><li>• encourage high standards of pupil behaviour at all times;</li><li>• observe the boundaries of the role</li><li>• respect confidential information</li><li>• initiate games and activities appropriate to the age of the children</li><li>• relate to children on their level</li><li>• remain calm in a crisis.</li></ul>	<ul style="list-style-type: none"><li>• communicate effectively recognise behaviour giving cause for concern, and inform teaching staff</li><li>• teach play activities to other Midday Supervisors;</li><li>• examine systems critically, and suggest ways of improving efficiency.</li></ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"><li>• Calm under pressure</li><li>• Empathetic</li><li>• Well-organised</li><li>• Able to communicate well with staff and children.</li><li>• Creative</li><li>• Resourceful</li><li>• Tolerant</li></ul>	