



Candidate Pack

Teaching Assistant

Grade 4

32.5 hours, Permanent Contract





Welcome

Dear Candidate,

Welcome to Keyworth Primary & Nursery School (KPNS). I am delighted that you are interested in our vacancy and eager to learn more about our school.

At KPNS, we take great pride in shaping lives, supporting every child to fulfil their potential, and helping them discover new talents. We foster a caring and tolerant environment where everyone is valued for their individuality, culture, and heritage.



As a school at the heart of our community, we provide essential support and guidance to the families we serve. A high proportion of our children receive the pupil premium grant, and we are fiercely committed to ensuring that every child has access to the same opportunities and achieves positive outcomes. Above all, we want our children to feel happy, safe, and secure in school. Our aim is to create an environment that meets each child's needs while celebrating and encouraging success.

We deliver an exciting and engaging curriculum that connects subjects to inspire a passion for learning. Our dedicated staff work tirelessly to ensure that children, many of whom start with low baselines, make accelerated progress. Through rich and varied learning experiences, we provide opportunities for every child to explore, question, and deepen their understanding. We want them to leave us with the knowledge, skills, and self-belief to succeed in every aspect of their lives.

We also recognise that achieving the best outcomes for children relies on strong partnerships between home and school. Teachers at KPNS go the extra mile to build positive relationships with parents and carers, ensuring open communication and support. Parents are always welcome, and we strive to be approachable and available to discuss any aspect of a child's development.

We would be delighted to welcome you for a visit so you can experience first-hand the positive atmosphere, meet our incredible children, and see the wonderful work they do.

Kind regards,

Peter Cresswell (Executive Headteacher)



The Position

The Governors of Keyworth Primary & Nursery School are looking to appoint a highly committed and passionate colleague to join our team. The successful candidate will demonstrate a commitment to team working and playing a full role in the wider life of the school. The position is for a Grade 4 TA; we are ideally looking for a someone with good SEND experience who can work across the primary age phase and deliver class PPA if necessary. A strong knowledge of phonics would be beneficial.

At KPNS, we take great pride in our positive ethos and enjoy strong support from our school community. We offer a highly supportive environment, working alongside a skilled, motivated, and friendly staff team. Further professional development opportunities are available through [Equals Trust](#), and we collaborate closely with Crossdale Primary School.

Staff well-being is a priority—we recognise that every team member is a person first, with commitments and responsibilities beyond the classroom.

Why Join Us?

Following OFSTED's visit in March 2025, here's what they had to say about our supportive and inspiring school environment:

- ✓ Commitment to Professional Growth – “Teachers receive high-quality professional development, ensuring they continue to refine their teaching skills.”
- ✓ A Culture of Collaboration – “Staff work together effectively, creating a school community that is both nurturing and ambitious.”
- ✓ Strong Leadership & Support – “Senior leaders are ambitious and committed to improving outcomes for all pupils. Their high expectations are shared by the whole staff team.”
- ✓ A Positive & Inclusive Environment – “The school fosters a warm, inclusive environment where positive relationships flourish between staff and pupils.”
- ✓ Well-Being & Workload Balance – “Leaders ensure that staff workload is manageable, allowing them to focus on delivering high-quality teaching.”
- ✓ Empowered & Equipped Staff – “Teachers are given the tools and training to deliver an ambitious curriculum effectively.” If you're looking to join a supportive and forward-thinking team that values both professional excellence and well-being, we'd love to hear from you!

We strongly encourage potential applicants to visit us, which can be arranged via email at schooloffice@keyworth.notts.sch.uk or by calling **0115 9748005**.





Teaching Assistant

32.5 hours, Permanent Contract (Term Time Only)
£19967 - £21989 Grade 4 points 8-14

How to Apply

Should you wish to apply for the post, please visit our trust's vacancies page - <https://equalstrust.face-ed.co.uk/vacancies>

Covering Letter

Your covering letter should be no more than 750 words and should clearly state why you are the right person to join our team – this candidate pack will give you a strong idea of the type of TA our children need. A visit to the school would give you further information to support your application.

Closing Date/Interviews

Please ensure your application is submitted no later than Tuesday 3rd June 2025 at 9am.

- **Interviews will take place w/b 9th June 2025.**
- **This position is available from 1st September 2025.**

Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.

Please be aware that by contacting Equals Trust about this role, or applying, your data will be held in accordance with our Privacy Policy.

Safeguarding Commitment

Keyworth Primary & Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory relevant safer recruitment and DBS checks and suitable references in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates.

Equals Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts across the multi academy trust.



Values

At a recent INSET day, staff worked together to agree a set values. The brief asked them to consider what happens when the team is working together brilliantly and in the 'flow'. This what they came up with:

- We have a shared passion for our school and the pupils, families and community we serve.
- We have good communication between staff and the wider school community.
- We each have a voice and listen to, and respect, each other's opinions
- We are sensitive to each other's wellbeing and work life/ balance and support each other through the ups and downs of everyday life.
- We collaborate and share our knowledge; appreciating each other's responsibilities.
- We give time to each other and have fun together!
- We all have clarity around expectations and work together to achieve our goals.
- We all celebrate one another's successes!





Job Description

TEACHING ASSISTANT - PRIMARY (Grade 4 scp 8 – 14) *(Final Version to be confirmed following interview)*

Job Purpose: To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils on task whilst supporting pupils to meet the learning intention.

Key Responsibilities

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of Individual Education/Behaviour Plans
- Establishing productive working relationships with pupils
- Promoting the inclusion and acceptance of all pupils
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement
- Setting challenging and demanding expectations and promote self-esteem and independence
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs including specialist support
- Working with the teacher to establish an appropriate learning environment
- Working with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- Undertaking marking of pupils' work and accurately record achievement/progress
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
- Administering and assessing routine tests and invigilate exams/tests
- Undertaking home visits as required
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Assisting in the development and implementation of appropriate behaviour management strategies
- Facilitating smooth transition between educational phases
- Providing general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities and lesson plans for individual children and small groups etc
- Supporting pupils in their learning in all areas of the curriculum
- Implementing agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Implementing local and national learning strategies e.g. literacy, numeracy, early years and making effective use of opportunities provided by other learning activities to support the development of relevant skills
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use
- Helping pupils to access learning activities through specialist support



- Determining the need for, preparing and maintaining general and specialist equipment and resources
- Providing appropriate guidance and support in the training and development of staff as appropriate
- Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours
- Providing cover for the provision of PPA time for teaching staff, plus short-term cover for absence for other staff
- Supervising pupils on visits, trips and out of school activities as required
- Supporting Teaching Assistant students in school settings
- Supporting behaviour and routines at lunchtimes as directed (if directed within normal working hours)

General Responsibilities

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
- Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
- To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
- To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school





Person Specification

Teaching Assistant: Person Specification			
	Essential	Desirable	Evidenced by
Qualifications	<ul style="list-style-type: none"> -Appropriate Teaching Assistant / Teaching qualification or experience -Strong academic record including Maths and English GCSE grade C (or equivalent) or higher. (Please include this information in your application form). 	<ul style="list-style-type: none"> -Training relevant to education, e.g. literacy, ICT, maths, phonics. -Training relevant to providing an education to pupils with SEND, e.g. autism, dyslexia, ADHD. -Good further education qualifications -First Aid qualification -Qualification in Makaton / BSL -Recent safeguarding CPD 	Application and CPD record
Knowledge and experience	<ul style="list-style-type: none"> -Experience of working with children within Key Stage 1 and 2 -Understanding of child development and learning -Understanding of safeguarding and child protection -Experience of supporting children to learn to read -Experience preparing and delivering lessons for individual pupils, groups and whole classes -Experience of supporting children with range of special educational needs -Experience of providing whole class cover and willingness to do so at short notice when necessary --Experience of teaching phonics 	<ul style="list-style-type: none"> -Experience of Read, Write inc. phonics -Knowledge and understanding of EYFS -Experience of working with children within EYFS 	Application form, references & interview
Personal	<ul style="list-style-type: none"> -A team player who can work closely with all colleagues, parents and carers -Professional, flexible and adaptive -Nurturing, committed to inclusion -Strong organisational skills -Motivated and able to work under own initiative -Personable and friendly -Good communication skills -Proficient literacy, numeracy and IT skills -Commitment to their own professional development -Enjoy working with children -Have ability to adapt to a variety of situations -Ability to self-evaluate learning needs and actively seek learning opportunities 	<ul style="list-style-type: none"> -A willingness to play a role in the wider life of the school (residential, PTA events, extra-curricular clubs, etc) - Experience of communicating effectively with parents & carers 	Interview, references and application



We are delighted to share that our latest **OFSTED inspection** in March 2025 has once again rated Keyworth Primary and Nursery School as '**Good**' across all areas – a fantastic endorsement of our hard work, dedication, and commitment to our pupils.

Here's what Inspectors had to say:

- ✓ **A Happy, Caring School** – Pupils feel valued, listened to, and supported. They thrive in an inclusive, warm, and nurturing environment where positive relationships flourish.
- ✓ **Excellent Behaviour & Attitudes** – The Keyworth Code ensures children show respect, kindness, and responsibility every day.
- ✓ **Pupil Pride, Responsibility & Enrichment** – Our children embrace leadership roles, from well-being officers to digital leaders, wearing their badges with pride. They also enjoy a wide range of clubs and activities, ensuring everyone can get involved!
- ✓ **Dedicated, Skilled Teachers** – Inspectors praised our teachers for their expertise, commitment, and strong subject knowledge, highlighting how they deliver lessons clearly and effectively. Their passion for teaching helps pupils build knowledge well, particularly in reading and phonics, where expert instruction develops confident, fluent readers, and in maths, where children gain strong fluency and problem-solving skills.
- ✓ **A Strong Reading Culture** – From expert phonics teaching to an exciting library and reading rewards, our school fosters a true love of reading.
- ✓ **A Well-Organised Curriculum** – Our carefully planned curriculum helps pupils build knowledge step by step, ensuring they achieve well across subjects.
- ✓ **A Flying Start in Early Years** – Our youngest learners develop independence, communication, and a love for learning right from the start.
- ✓ **Excellent Personal Development** – Our pupils learn about diversity, anti-racism, and respect for others, preparing them for life in modern Britain.
- ✓ **Exceptional Support for SEND Pupils** – Our provision for children with special educational needs is highly effective, with tailored support that helps every child succeed. Inspectors praised how well we understand and meet the needs of our SEND pupils, ensuring they flourish alongside their peers.
- ✓ **Strong, Ambitious Leadership Driving Improvement** – Inspectors recognised the significant improvements made since our last inspection and praised the strength of our leadership team, highlighting how senior leaders, governors, and the trust work together with clear vision and ambition.

[You can read the full report here](#)



EQUALS TRUST



Founded in September 2016, Equals Trust, is a primary multi-academy trust based on the principle of equality with the aim of allowing member schools to maintain their ethos and unique identities within a tight local network, with strong mutual accountability, shared support services and a strong collaborative approach to staff development and school improvement.

We work collaboratively together with a clear purpose and direction, where:

- teaching and learning is at the centre of all we do;
- children enjoy, and are engaged in, a curriculum that challenges and excites them;
- we develop responsible citizens who value diversity;
- we ensure a culture of high expectations amongst all our children;
- children value themselves and each other, developing the self-confidence and resilience to face future challenges;
- the contributions made by all stakeholders are valued.

We work effectively in school partnerships to enhance our provision by:

- extending the learning opportunities and activities for pupils;
- enriching the curriculum through partnership working and shared resources;
- enabling the greater sharing of excellent teaching and learning;
- enhancing the professional development of teaching and support staff;
- building mutual support and accountability for Headteachers and Governors;
- securing cost and resource efficiencies through joint commissioning.

[Find out more about Equals Trust here](#)

