



Willingham Primary School

Recruitment Pack For:

Level 2 Teaching Assistant

28.75 hours per week

8.45am to 3.15pm with a 15 min morning break and 30 min lunch break

5 days a week Term time only

£25,583 to £25,988 pro-rata (Actual pro-rata salary £18,923 to £19,223)

Level 2 Point 5-6

To start as soon as possible



Dear applicant,

At Willingham Primary School, we have created a welcoming atmosphere where all are respected, valued and we work hard to get better every day, from whatever our starting point.

Whether it's in the way that the staff deliver their lessons; the content that is being taught; the attitudes of children with each other and towards their learning; or the effort that they put into their work, the expectation is that we improve together. We work so that each day builds upon the last and leads towards the next.

We offer teaching, founded in sound principles of cognitive psychology, to support each child to achieve their potential within a happy, friendly, caring community. We are committed to working towards providing children with an aspirational, knowledge-rich curriculum and to provide equality of opportunity, which will allow equitable success.

The discipline that we engender, in and out of the classroom, is evident in all areas of school-life and we support the children to become the best versions of themselves. We aim to foster strong relationships with parents and the wider village. We see ourselves as a cohesive part of the community and endeavour to make the community proud of us.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our school, please contact the office to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of Level 2 Teaching Assistant, at Willingham Primary School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

Closing Date: Monday 10th November 2025 at 9.00am

Interviews: Monday 17th November 2025

I look forward to meeting you soon.

Yours sincerely,

Gemma Hassan
Inclusion Lead



School Information

Willingham Primary School is at the heart of the community. We are a medium sized school with approximately 361 children on roll. Our purpose-built school includes classrooms, two halls, a library area, ICT suite, sensory room, on-site catering and staffroom. Our spacious grounds include playgrounds, a playing field, wild-life area with pond, quiet outdoor learning spaces, and an outdoor swimming pool. We also have our own pre-school on site – Honeypot Pre-School.

Willingham Primary School is a Local Authority controlled community school.

Our Mission Statement:

The WPS mission is "to provide pupils with the knowledge, experiences and confidence they need to excel at secondary school and so that they can make the choices, now and in the future, to have a happy, fulfilling life."

Our Values and Drivers

At WPS we value:

[HARD WORK : INTEGRITY : KINDNESS]

And we drive towards the following outcomes:

- Active Participation – we all engage with the world around us and focus our attention on what matters.
- Equitable Success – we believe that through knowledge and opportunity, we can all become the best versions of ourselves.
- Improvement – we recognise that learning is a long process, but that we try to get better every day.



Vacancy

2 Level 2 Teaching Assistants required

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **A DBS check and a disqualification declaration are required for this post. *In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.***

28.75 hours per week

8.45am to 3.15pm with a 15 min morning break and 30 min lunch break

5 days a week Term time only

(Actual pro-rata salary £18,923 to £19,223)

The salary is NJC 2024 SCP 5-6 (£25,583 to £25,988) fte. to be pro-rated for part time term time only working.

You will be a valuable member of the team working with the class teachers to support the children both in the class and during the lunch period. The successful applicant will need enthusiasm, patience and be caring and understanding.

We are looking for a person who:

- Has high expectations of self and others
- Loves to work with children and have an impact on their learning
- Has a good knowledge of child development, the EYFS and primary curriculum and how children learn
- Is reliable, hardworking and prepared to go the 'extra mile' for our children
- Wants to be part of a professional and committed staff team
- Is enthusiastic, flexible and willing to contribute to the vibrant life of our school
- Wants to take part in training and on-going professional development
- Is enthusiastic, flexible and willing to contribute to the vibrant life of our school

Benefits of working for us include:

- On-going staff training and opportunities for professional development
- Wonderful children who want to learn
- A friendly and supportive staff team
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support.
- 1 wellbeing day a year.
- Cycle to work scheme.
- Government Pension Scheme.
- Use of schools wrap around childcare provision.



Job Description

Job Title: Teaching Assistant
Salary: Level 2 Point 5-6 £25,583 - £25,988 pro-rata
Reporting to: Inclusion Lead

Willingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main purpose

The Teaching Assistants, under the direction of the Inclusion Lead, will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement

Duties and responsibilities

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.
- Be prepared to support pupils and provide supervision during break times and lunchtimes, as required and in line with school expectations of the role.

Teaching and learning

- Take all decisions in line with the school's values of hard work, integrity and kindness and model this to enable other to do the same
- Behave in a way that supports the school's ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher



- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their 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
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents
- Support in ensuring that the environment is clean and safe for pupils



Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

The Teaching Assistants will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistants will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Inclusion Lead 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.



Person Specification

Level 2 Teaching Assistant

Education and Qualifications	Essential	Desirable
Good numeracy and literacy skills, GCSE Grade C minimum or equivalent in English and Maths	✓	
NVQ Level 2 or equivalent in Early Years or Teaching Assistant		✓
Evidence of continued professional development		✓
Holder of current first aid certificate or willingness to be trained	✓	
Ability to effectively use ICT to support learning	✓	
Understanding of the needs of pupils with SEN/APDRs		✓
Willingness to undertake training as required	✓	
Relevant Experience		
Good understanding of the Primary Curriculum and the related assessments	✓	
Good understanding of child development and learning	✓	
Some experience of working with children with SEN and/or Speech and Language delay		✓
Experience in supporting children in early reading		✓
Skills and Knowledge		
Knowledge of the Primary curriculum	✓	
The ability to communicate effectively both orally and in writing	✓	
Good personal organisation and ability to show initiative	✓	
Ability to work independently and as part of a team	✓	
Ability to interact positively with pupils, parents and colleagues with tact and diplomacy	✓	
Good ICT skills		✓
Commitments		
A commitment to the safeguarding of all our pupils	✓	
Responsible for following the school's Health & Safety Policy and Guidelines	✓	
Awareness of and full commitment to confidentiality and equality/diversity issues	✓	
Willingness to contribute to the wider life of the school (e.g. PTA events, clubs etc)		✓
Personal Qualities		
Ability to communicate effectively with children and young people and enjoy their company	✓	
Confidence, warmth, sensitivity, reliability, and enthusiasm	✓	
Good interpersonal skills	✓	
Show's a positive 'can do' attitude especially when under pressure	✓	
Ability to diffuse heated and sensitive situations	✓	
Ability and readiness to work flexibly	✓	
Willingness to ask for advice and support as necessary	✓	



Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be specified in the job description and advert.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



What Willingham Primary School can offer

Our investment in you

Professional Development

The school is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- School training sessions

Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Wellbeing Day

The school offers every member of staff one term-time wellbeing day each academic year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee of Willingham Primary School you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 20.7% of your salary.

Cycle to Work Scheme

Willingham Primary School offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

We run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be submitted via MyNewTerm <https://mynewterm.com/jobs/110622/EDV-2025-WPS-09303>

Informal enquiries and visits to the school are welcomed and should be directed to Gemma Hassan, Inclusion lead, email office@willingham.cambs.sch.uk or telephone 01954 283030.

The closing date for applications is:

Monday 10th November 2025 at 9.00am

