

Leighton Primary and Preschool

Job Application Pack



Teaching Assistant

Leighton Primary and Preschool are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All candidates will be required to complete relevant information regarding the safeguarding of children and will undergo an online check if shortlisted for the position.

Message from the Headteacher

Welcome to Leighton Primary and Preschool!

I am privileged to introduce myself as the Headteacher of Leighton.

Pupils at Leighton are kind, caring and supportive of each other and enjoy their learning. From my time here so far, I have seen that children and staff are keen to demonstrate our values of , 'Ambition, Respect, Community'.

Leighton is a vibrant community school where our hard working team of staff and governors are committed to providing a high quality education for our children within a safe and stimulating environment.

Our exciting curriculum is carefully designed to motivate children and spark their interests while taking into account the unique context that is Leighton. Our dedicated staff support each child to develop their confidence, celebrate their talents and achievements, enable them to grow into responsible citizens and achieve the very best they can.

We recognise and celebrate the uniqueness of every child. We nurture the children in order to develop learning experiences that help them to 'Achieve and Grow Together' so they can reach their full potential.

We are committed to working closely with our parents whilst striving to develop an open, honest and transparent partnership. We actively promote parental involvement and engagement in the education of our children and school life. We endeavour to ensure that as parents you are well-informed and provide you with many opportunities to be involved in your children's learning and achievements.

Our school website is designed to give you a flavour of life at our school. However, we would be delighted for you to visit Leighton and see for yourself.

The Governors, Staff and Children are very proud of our school and I look forward to welcoming you to Leighton.

Mrs A Woolner

Headteacher

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Our School Values

The school's values; Ambition, Respect and Community are the foundation of our work at Leighton.

Our ultimate goal is to seek excellence in everything we do and ensure that everyone experiences enjoyment in their learning whilst *Achieving and Growing Together*. The Leighton team aim to achieve this through:

- Partnerships and relationships
- Activities, experiences and pedagogies
- Our environment and resources
- Attitudes and aspirations

Partnerships and Relationships

We:

- believe our first responsibility is to the children.
- strive to build trust with stakeholders
- stress the importance of working in partnership with parents and alongside the community to provide a high quality, effective education.
- will have open, honest and transparent communication with all stakeholders.
- have a group of supportive Governors who are aspirational for the school and all the pupils
- will ensure that everyone feels safe, happy and secure in school by insisting on positive behaviour and consideration for others. These respectful relationships are the foundation of all that we do.

Activities, Experiences and Approaches

We will:

- provide a broad varied range of activities, experiences and opportunities within and beyond the National Curriculum catering for a wide range of needs and talents.
- be inclusive, ensuring all pupils have access to the school's curriculum.
- be flexible and responsive in producing challenging opportunities and enriching activities.
- provide staff with access to high quality professional development that enhances effective classroom provision.

Environment and Resources

We will:

- maintain and further develop a school environment of the highest quality and encourage a sense of pride in our school.
- ensure everyone has access to excellent resources and will make use of new developments and technology to equip us all for success in tomorrow's society.

Attitudes and Aspirations

We will:

- recognise and celebrate the achievement of everyone.
- work together to encourage independence through promoting reasoned decision-making.
- create a purposeful learning environment in which work of the highest standard is produced and where individuals of all abilities are given every opportunity to realise their potential.
- continue to be a forward looking, innovative school, working together to achieve excellence.
- continue to be self evaluative, reflective and curious about future developments of the school



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Job Advertisement

HEADTEACHER	Mrs Amy Woolner
CONTACT INFORMATION	01733 232949 cneville@leightonprimary.net
POSITION	Level 3 Teaching Assistant - Maternity Cover Monday - Friday - 30hrs per week - 8:45am - 3:15pm (30 minute lunch break)
SALARY	Grade 6 - £14.14 per hour - £27,274 FTE
REQUIRED START DATE	December 2026

Are you an inspiring, **Level 3 qualified Teaching Assistant** looking to make a lasting impact in a thriving Preschool classroom and across the Early Years at Leighton?

We are looking for a dedicated and passionate Level 3 Teaching Assistant to join our mainstream team. If you thrive on helping children aged 2 –11 unlock their potential, grow in confidence, and achieve their best, we would love to welcome you to our community.

Why Join Us?

At Leighton Primary and Preschool, you will find a warm, supportive environment grounded in our core values of Ambition, Respect, and Community. We believe in looking after our staff just as much as our pupils.

- Professional Growth: Dedicated ongoing CPD and career development opportunities tailored to your goals.
- Strong Community: A collaborative, welcoming team where your contribution is genuinely valued.
- Competitive Pension: Generous school contribution of 14.4% (for April 2026–March 2027).
- Meaningful Work: The chance to drive pupil progress, wellbeing, and independence every single day.

Requirements for the Role

- Qualification: Must hold a Level 3 Teaching Assistant qualification (or equivalent NVQ/CACHE Level 3) is essential.
- Experience: Recent, hands-on experience supporting primary pupils (ages 2–11) in a classroom environment.
- Skills: Excellent communication, patience, proactive problem-solving, and a genuine passion for early childhood development.

Key Responsibilities

- Curriculum Access: Deliver high-quality, targeted in-class and small-group support to help all pupils access the full curriculum.
- Interactive Learning: Carry out teacher-planned learning activities, explaining instructions clearly, checking understanding, and keeping pupils engaged.
- Nurturing Independence: Apply effective strategies to support children's social, emotional, and behavioural growth while encouraging self-reliance.
- Safe Learning Spaces: Ensure learning resources and equipment are used safely, creatively, and effectively.
- Tracking & Feedback: Monitor, record, and celebrate pupil progress, providing key insights to teachers and the SENDCO.
- Professional Collaboration: Maintain strict confidentiality and communicate effectively with staff, parents, and external specialists.

How to apply

Visits are warmly welcomed. To arrange a visit or submit an application, please contact HR Manager Charlotte Neville: cneville@leightonprimary.net

Closing date: Monday 2nd November 2026

Interviews: To be confirmed

DURING THE INTERVIEW PROCESS ALONG WITH THE USUAL INTERVIEW THERE WILL BE SOME TASKS SET RELATING TO THE ROLE TO BE COMPLETED

The successful applicant will be subject to an enhanced DBS check and satisfactory references.

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Person specification

	Essential	Desirable
Qualifications and skills	• Must hold a Level 3 qualification in childcare, education, supporting teaching, • Experience of working with pupils aged 2 - 11 • Up-to-date basic safeguarding training or willingness to complete on appointment. • Strong interpersonal and communication skills; able to communicate sensitively with pupils, staff and parents. • Ability to clarify and explain instructions, check understanding and support pupils to complete tasks. • Good behaviour management skills consistent with the school's policy; uses positive strategies to promote independence. • Ability to use formative observation to provide accurate, concise feedback to teachers and the SENDCO. • Basic ICT competence to use school systems, record progress, access resources and support learning. • Commitment to promoting inclusion, safeguarding and equality for all pupils.	• Demonstrable experience supporting pupils with SEND (including SEMH, communication or learning needs). • Experience working in small groups and 1:1, delivering tasks set by the teacher or SENDCO. • Paediatric first aid or willingness to train. • Skills in adapting resources and scaffolds for EAL or SEND pupils.
Knowledge and experience	• Recent experience supporting primary-aged pupils (ages 2–11) in a school or educational setting. • Experience of maintaining confidential records and reporting pupil progress to teachers. • A clear commitment to safeguarding and promoting the welfare of children. • Knowledge of and adherence to statutory safeguarding guidance (Keeping Children Safe in Education) and the school's safeguarding procedures. • Willingness to complete MyConcern/MyConcern-equivalent training and report concerns promptly.	• Experience of working with high EAL cohorts and/or pupils from disadvantaged backgrounds. • Experience of contributing to or writing parts of individual education/support plans (IEPs, targets, provision maps). • Experience of liaising with parents and external professionals (therapists, educational psychologists, LA teams).
Personal qualities	• Calm, patient and resilient; consistently models Leighton's values of Ambition, Respect and Community. • Empathetic and reflective: builds positive relationships that promote pupils' self-esteem and independence. • Flexible and reliable: punctual, organised and able to manage changing priorities across the school day. • Team player: collaborates with teachers, SENDCO, PSOs and external professionals; accepts and acts on feedback. • Confidentiality and professional integrity: handles sensitive information appropriately.	• Proactive commitment to own professional development • Experience or interest in supporting extracurricular activities to broaden pupil experience.

Leighton Primary School

Internal use only

Reference no:

Date received:

Employment Application Form: Support

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy Job Title	

Part 1: Information for Shortlisting and Interviewing

Initials: .

Surname or Family Name:

1. Letter of Application

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

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2. Current/Most Recent Employment:

Name, and address of employer:	
Job title: Please enclose a copy of the job description, if possible	
Date appointed to this post:	
Current salary:	
Date available to begin new job:	

Full Chronological History

Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job title or position	Name and address of school, other employer, or description of activity	Number on roll and type of school, if applicable	Full or part-time	Dates (DD/MM/YYYY)		Reason for leaving
				From	To	

Please enclose a continuation sheet if necessary.

3. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e. A-Level, GCSE), subject and grade

4. Further or Higher Education

Please provide details of any recognised qualifications or courses attended which are relevant to the job application.

Name of FE college, university or awarding body	Dates		Full or part-time	Qualifications obtained
	From	To		

5. Other Relevant Experience, Interests and Skills

6. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes: ☐ No: ☐

7. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer that you wish to withdraw your consent.

Part 2

Internal Ref. No.

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

8. Personal Information

Surname or family name:	
Previous surname(s)	
Forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
National insurance number	
Email address:	
DfE reference number:	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: ☐ No: ☐ N/A: ☐
Do you require sponsorship (previously a work permit)?	Yes: ☐ No: ☐
If YES please provide details under separate cover.	

9. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the School's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

10. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our Privacy Notice and Data Retention Policy which can be found on our website.

The person responsible for Data Protection in our organisation is Mrs Tania Garn and you can contact them with any questions relating to our handling of your data. You can contact them by email tgarn@leightonprimary.net.

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website.

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

11. Notes

(a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".

(b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.

(c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

(d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

12. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 10 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	

Part 3: Equality and Diversity Monitoring

This section will be separated from Part 1 and Part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR), as outlined in section 10.

Ethnicity	Workforce census code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	WIRT	Traveller of Irish Heritage	
	WROM	Gypsy / Roma	
	WOTH	Any other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Any other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Any other Asian background	
Black or Black British	BCRB	Black – Caribbean	
	BAFR	Black – African	
	BOTH	Any other Black background	
Other ethnic group	ARAB	Arab	
	CHNE	Chinese	
	REFU	Refused/Prefer Not to Say	
	OOTH	Any other ethnic group	
Sexual orientation	Please tick		
Bi-sexual			
Gay Man			
Gay Woman			
Heterosexual			
Other			
Prefer not to say			

Gender	Please tick
Female	
Male	
Transgender	

Prefer not to say	
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Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Please write this in the box)	
Prefer not to say	

Disability Do you consider that you have a disability?	Please tick
Yes - Please complete the grid below	
No	
Prefer not to say	

My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long-standing illness	
Other	
Prefer not to say	