



## Teaching Assistant (Level 2) (Maternity Cover)

### St Mark's CE Primary School

17.5 hours, Monday to Friday, 11:45am – 3.15pm

Term-time, plus inset days (39 weeks)

Salary Range: Grade 5, SCP 4-6 £25,185 – £25,989 FTE (£13.05 - £13.47 per hour)

Actual Salary: £10,245 - £10,572 per annum, pro rata

Starting March 2026, Fixed Term until August 31<sup>st</sup>, 2026, initially

St Mark's Church of England Primary is set in its own extensive grounds. We are very lucky to be located close to the seaside, within the beautiful rolling hills of the Purbecks. We are a school where individuals are valued and helped to always achieve their personal best. Children are supported to become confident and independent young people, ones who thrive on challenge, and are motivated to learn.

The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values, and aspirations.

We are looking for a candidate who can motivate and encourage children and is enthusiastic, responsible and enjoys working with children. They should have good inter-personal skills and has a desire to support children to progress with their learning, promote high standards of behaviour and believe that all children can succeed. They must have English and Maths GCSE grade C or above, with either an NVQ level 2 qualification for teaching assistants (or equivalent) or working towards this qualification.

Applicants are encouraged to view our website for further information [www.stmarksswanage.dorset.sch.uk](http://www.stmarksswanage.dorset.sch.uk) or alternatively call the school on 01929 422949.

**External candidates:** Please send a completed application form to:  
[stmarksswanage.office@coastalpartnership.co.uk](mailto:stmarksswanage.office@coastalpartnership.co.uk)

**Internal candidates:** Please send the following to [stmarksswanage.office@coastalpartnership.co.uk](mailto:stmarksswanage.office@coastalpartnership.co.uk):

- An Expression of Interest detailing why you are suitable for the role, addressed to Mrs Katy Astle.
- An up-to-date CV
- Details of two references, including email addresses, one of whom must be your line manager in your current school.

**Closing Date:** This advert will remain open until the position is filled.

**Interviews:** TBC

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offense to apply for the role if they are barred from engaging in regulated activity relevant to children.*

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

Coastal Learning Partnership offers its employees a range of benefits, including:

### Financial

#### Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU



## Job Description **Teaching Assistant Level 2 (Maternity Cover)**

Start Date:	March 2026
Responsible to:	Headteacher
Location:	St Mark's CE Primary School
Grade:	Grade 5, SCP 4-6 (£13.05 - £13.47 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Behaviour Management Policy expectations.
- To assist the pupil to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupil by supporting learning through planned and differentiated activities.
- Supporting and supervising the child / children during lunchtime, if necessary.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher, the objectives for literacy and numeracy development and the type of support to be given. Agree with the teacher on when support is needed by the pupil. Then agree and provide support to the pupil for follow up tasks.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Check the availability and location of safety equipment and ensure safety in the learning environment.

- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in the pupil and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.
- Organise, escort and supervise the pupil with out of school activities.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.

#### Communication / Contacts

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Deputy Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head of School (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of School

## Person Specification      Teaching Assistant Level 2 (Maternity Cover)

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>▪ GCSE Maths and English grades A-C or equivalent.</li> <li>• Qualification in Early Years practice or Teaching Assistant (e.g. NVQ 2/3) or working towards this.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience of working with children, preferably in a Primary school setting (EYFS – Year 6).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with children with SEND.</li> <li>• Appropriate knowledge of first aid or willingness to train</li> <li>• SEND training/ Speech &amp; Language.</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Good IT skills</li> <li>• Excellent evaluation and monitoring skills</li> <li>• Understanding of the principles of Safeguarding and how this may apply to the role</li> </ul>	<ul style="list-style-type: none"> <li>• Sound knowledge of Phonics and learning schemes, for example, the RWI programme.</li> <li>• Experience of working in a team</li> </ul>
Professional skills & abilities	<ul style="list-style-type: none"> <li>• Able to work constructively as part of a team</li> <li>• Able to relate well to children and adults</li> <li>• Able to respond sensitively and flexibly to competing demands from pupils</li> <li>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>• Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers</li> </ul>
Physical skills & abilities	<ul style="list-style-type: none"> <li>• Able to cope with personal hygiene needs and respond appropriately to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Able to exert moderate physical effort; crouching or bending when working with pupils</li> </ul>

*Whilst originally based at St Mark's CE Primary School, the post holder may be required to travel to other local sites, including other CLP schools.*