



Belgrave Primary School

Post of: Teaching Assistant

Salary: Grade 4, SCP 4 to SCP 6

£25,185 to £25,989 (Full time Equivalent Salary)

20 hours per week, 39 weeks per year

£11,694.43 to £12,067.76 (Actual Salary)

*Immediate start, temporary until
Friday 23rd October 2026*

Application pack



Welcome to
Belgrave Primary School

01 Our School



Belgrave Primary School is an oversubscribed one-form entry community primary school located in Westminster Park, Chester. The school is attached to Westminster Park Community Centre which serves the local area.

Our current Pupil Admission Number is 30. We converted to an academy and became part of The Learning Trust (Multi-Academy Trust) in 2021.

Our motto: BEES – Belong, Enjoy, Enthuse, Succeed is a focus for all, and we recognise that our learners thrive in our happy, secure and caring environment.

An inclusive, child-centred curriculum has been designed that challenges learners of all abilities and needs. This is a curriculum that teaches our pupils the skills and 'habits of mind': Independence, Resilience and Creativity (known to the children as the Bee Mores: Bee More Independent; Bee More Resilient and Bee More Creative!) that equip them for life in the future and a curriculum that is creative, inspiring and fun!

The school is well-resourced with laptops and ipads in Key Stage One and Two in addition to desktop computers in the Key Stage Two workspace. All classes have

interactive whiteboards. We have large practical “workspaces” outside the classrooms which are used for a range of lessons and activities including Forest School, art, design and technology, Computing and group teaching. We have one small group room which is used for interventions and peripatetic music lessons. The Honeypot is a room used to support children with additional needs and intervention.

Pupils in Years 1-6 have individual lockers for their belongings. We have a well-equipped play Reception / Year 1 outdoor area to develop children's physical skills.

We have our own school kitchen which is adjacent to the school hall and our pupils love Jo's cooking! The school hall is used for: PE, music, clubs, assemblies and as a dining area.

We offer wrap-around care before and after school at The Happy Hive run by Teaching Assistants here at Belgrave.



Role: Teaching Assistant Grade 4

Responsible to: Headteacher

Basic Job Purpose

To support the teaching staff and work with the other support staff to enhance the development and education of pupils in accordance with the aims and policies of the school.

Main Responsibilities

- Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning.
- Provide input into the planning and evaluation of learning activities for individuals and groups of pupils to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Monitor individual pupil's progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil.
- Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' well-being.
- Record pupil information, as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- Attend to the personal and physical needs of pupils so that their well-being is maintained.
- Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy.
- Ensure that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
- Display and present the pupils' work, under the direction of teaching staff, so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required.

General

Notwithstanding the detail in this job description, in accordance with the School's/Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with Main Responsibilities of the job.

Person Specification

Criteria	Essential Requirements	Desirable Attributes
Qualifications	GCSE maths and English at grade C or above. Experience of working with children and young people.	NNEB, NVQ Level 2 or equivalent in supporting teaching and learning. Training in ASC Evidence of on-going professional development.
Experience	Successful experience of working as a TA with students with a variety of SEND needs.	Experience of working across the full age and ability range.
Job Related Knowledge	Understanding of child development Ability to support and develop language, social skills and emotional development. Ability to implement Behaviour, Support and Management Plans consistently and sensitively. Ability to contribute to assessment of student progress. Respect for confidentiality Understanding of safeguarding.	Experience of supporting students with ADHD / ODD / ASC / Dyslexia Knowledge of PDA Experience of Forest schools and/or outdoor learning experiences
Criteria	Essential Requirements	
Personal Qualities	Ability to use initiative. Ability to work alone with a child, or as part of a team. Creative. Confident with a positive attitude. Calm and a good listener. Ability to de-personalise difficult behaviour and be prepared to “wipe the slate clean” as often as is needed. Sense of humour. Flexible approach to the needs of the school. Good level of health and physical fitness. Ability to work with parents and families in a sensitive manner.	

Evidence of Eligibility to Work in the UK

In accordance with the requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring original documents with you to the interview in the form of:

- A passport/national identity card confirming either British Citizenship or European Economic Area Nationality /or a valid work-permit to cover the role applied for ;
- A birth certificate or;
- A document from the Home Office confirming that you are allowed to work in the UK.

If you do not have any of the documents listed above you will need to discuss with the HR Officer who will facilitate an alternative approach.

Verification of Educational/Professional Qualifications

You will be required to provide evidence of any educational or professional qualifications necessary or relevant to the post you have applied for.

Originals or certified copies must be produced. When these are not available, written confirmation of the relevant qualifications should be obtained from the awarding body.

Pre-Employment Health Declaration

All successful applicants upon offer of employment will be required to complete a pre-employment Health Declaration to ensure that they are both physically and mentally fit to carry out the role applied for. Health conditions should be declared to enable the consideration of reasonable adjustments.

Short-Listed Candidates

An online search will also be carried out as part of due diligence on all short-listed candidates. All short-listed candidates are required to complete a criminal record self-disclosure declaration form prior to interview. If the Trust does not receive your completed declaration, the Trust reserves the right to withdraw the offer of interview.

05 Additional Information

Referees

All short-listed candidates are required to complete a criminal record self-disclosure declaration. References will only be sought for successful candidates. Applicants should provide details of two referees on the Application form, one of whom must be your current or previous employer.

Social Media Check

A social media check will be undertaken for all applicants who are selected for interview.

Feedback

We welcome feedback on the quality and scope of our recruitment process.



06 How to Apply



Timetable for the Appointment

The selection committee will consider applications and candidates selected will be notified as soon as possible thereafter and provided with more detailed information including the necessary paperwork to bring to the interview.

The Interview

During the interview process the applicants will be assessed to determine how they fulfil the requirements of the post and this will include a consideration of the applicant's suitability to work with children.

If the applicant is shortlisted, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to Apply

In order to promote fairness and consistency amongst applicants, only application forms fully completed will be accepted (please refrain from using "please see attached CV" when completing sections of the form). You may wish to provide further information on a separate sheet where space is limited on the form. However, should you have a disability that prevents you from completing an application form, please contact the school for advice.

Incomplete forms or a form containing gaps in the information provided may be returned for completion before it can be considered.

We encourage applications from a diverse range of applicants.

To apply for this post, please follow the link below to our website's 'Staff Vacancies' page, then click on 'Apply Now' in the MyNewTerm section:

<https://www.belgrave.cheshire.sch.uk/page/staff-vacancies/14204>

If you have any recruitment queries, please contact:
tltreruitment@tltrust.co.uk

Interviews will take place:
w/c 10th November 2025

CLOSING DATE for applications: 9.00 am on Wednesday 5th November 2025
Interviews will be held week commencing 10th November 2025.

07 Safeguarding

The Rehabilitation of Offenders Act

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2.5 years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

This job is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. Applicants must therefore disclose whether they have any previous convictions, whether or not they are spent. Should an applicant have a criminal conviction, this will be discussed in confidence at interview. However only convictions that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

Disclosure and Barring Service (DBS)

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.

This job is subject to an Enhanced disclosure which provides details of all convictions held on the Police National Computer, including current and spent convictions as well as details of any cautions, reprimands or final warnings. If a job involves working with children, the disclosure will indicate whether information is held on government department lists. There is an additional level of check which also includes a check on local police records.

A copy of the Disclosure and Barring Service Code of Practice is available on request. Further information about the Disclosure scheme can be found at <https://www.gov.uk/disclosure-barring-service>

An online search will also be carried out as part of due diligence on all short-listed candidates. We encourage applications from a diverse range of applicants.

Our Governors:

Franck Schmidlin
Juliette Benton
Deborah Forrest
Tim Clifton
Lucy Liang
Rev Neil Stacey
Lynne Taylor
Johnny Ernest
Adeel Mushtaq
Josiah Mainwaring

Belgrave Primary School is a part of **The Learning Trust**. Our Trust exists to serve young people, to educate, enlighten and give them the expertise and confidence to succeed. Our values are displayed on this page. We believe that through them and through honest and open collaboration, higher standards will be achieved across the Trust.

TLT currently comprises three secondary schools - Christleton High School, Chester International School, and Queen's Park High School and one primary school - Belgrave Primary School - but discussions continue with the aim of expanding our offer to partners both local and international. Our offices are based at Queen's Park High School, Chester. We believe that Chester and the North West offers a truly brilliant opportunity for education, business and quality of life, and it is our mission to further enrich this by providing an education service which is both diverse and outstanding.



1. Students are always first - the prime consideration in all decisions will be the best interests and educational outcomes of current and prospective students.

2. Mutual benefit - the interests of the Trust will always be combined with the interests of individual schools, seeking the very best and co-operating to share resources and success.

3. Inclusivity - the Trust will welcome students of all backgrounds and abilities.

4. Freedom to innovate and make decisions - optimum delegation to local Governing Bodies and individual schools commensurate with the Trust's statutory responsibilities and efficiency.

5. Excellence and learning - every student will be supported and challenged to achieve their potential. All adults employed by and associated with the Trust will have and exhibit a 'learning mindset'.

6. Partnership - the Trust will continually seek to work in partnership to achieve better outcomes for current and prospective students, and to improve education in the area.

7. Fairness - all students and staff will be treated with fairness and parity whilst encouraging diversity and identity.

8. Integrity - all those associated with the Trust will act with kindness, courtesy and integrity, in accordance with both school and Trust ideals and values.



Darran Jones,
Chief
Executive
Officer



Paul Heath,
Chair of
Trustees

OUR SCHOOLS



QUEEN'S PARK HIGH SCHOOL

I would like to wish you a very warm welcome to Queen's Park High School, a smaller than average 11-18 school, beautifully located to the south of the River Dee, in the heart of Chester. My name is Tom Kearns and I have the privilege of inheriting the outstanding legacy left by Miss Watterson, as the new Headteacher here. Queen's Park is an ambitious, forward thinking school with a clear vision, which is to 'Inspire Individuals, Empower Minds and Define Futures'. We strive to provide the very best learning and personal development opportunities for every young person in our care, but we also strive to provide these opportunities with care too!

- T Kearns, Headteacher



CHRISTLETON HIGH SCHOOL

We are a highly successful school situated in the picturesque village of Christleton, with over 1,350 students on roll. The School serves a community of small villages and housing on the east side Chester, approximately three miles from the City centre. We are a school where the desire to learn is infectious and students of all abilities flourish. Everyone works hard to create a learning environment where all are welcome and diversity is celebrated. Consequently, academic standards at the school are very high and frequently amongst the highest in the region, thanks to: highly motivated staff; children who wish to learn and parents who support them.

- K Smith, Headteacher



CHESTER INTERNATIONAL SCHOOL

Chester International School is a hub of technology, innovation and academic study which is unparalleled in its commitment to global and professional engagement. We offer extended field studies and our students can choose subjects and elective activities which really interest them and there are many opportunities for travel and adventure. As you explore what makes CIS unique, I encourage you to consider how you might fit in our dynamic community.

- K Brown, Headteacher



BELGRAVE PRIMARY SCHOOL

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- J Benton, Headteacher

Why The Learning Trust?



We think The Learning Trust is a great place to work

We are committed to building a supportive and inclusive organisation, where wellbeing is taken seriously and where everyone can do their best work and achieve their full potential.

Joining The Learning Trust means there are plenty of opportunities to progress your career and to work with supportive and inspiring colleagues and students who are willing and eager to learn.

There are a range of benefits including competitive salaries, enhanced family friendly policies and tailored professional development.

Our values are deeply embedded in all we do



Nurture • Ambition • Excellence

Benefits

- Cycle to work scheme
- Access to health and wellbeing support via our Employee Assistance Programme.
- A discounted gym membership with Brio Workfit Scheme
- Opportunities for training and further career development:
 - Trust Middle Leaders Development Programme
 - Lead Practitioner training and deployment
 - ECT Support Programme
- Onsite canteen facilities
- Free eye tests for DSE users
- Enhanced family friendly policies - including 2 weeks' paid paternity leave for all employees, plus flexible working policy to support work-life balance.
- Enhanced holiday entitlement and long service recognition: full-year, full-time, support staff receive 25 days holiday plus bank holidays, increasing to 30 days plus bank holidays after 5 years of service, pro-rata for part-time support staff.
- 37 hour per week for full time support staff.
- Our own Wellbeing and Work Reduction Charter
- Trust inset day
- Free Flu vaccinations

Pensions

The Trust operates two pension schemes for staff:

- The Teachers' Pension Scheme for Teaching Staff
- The Cheshire Local Government Pension Scheme for Support Staff

Flexible working

We accommodate flexible working patterns where possible, depending on the role, and we welcome open discussions regarding flexible working requests during the recruitment process.

Terms & Conditions

- The Burgundy Book is incorporated into the contracts of employment of all teachers in The Learning Trust.
- The Green Book is incorporated into the contracts of employments of all support staff in The Learning Trust.
- The Learning Trust honours continuous service, Redundancy Payments Continuity of Employment in Local Government, Modification Order 1999 (RPMO) within the education sector in regard to maternity, sickness, holiday pay and redundancy.