

Job Vacancy Pack



Teaching Assistant

**Audlem St James Primary
School**

Grade 4 £19,515 - £19,825

32.5 hours per week 8.30am - 3.30pm

+ Pension Scheme (LGPS)

+ The Cornovii Trust Employee Assistance Programme

+ Priority admission for children of staff

+ Comprehensive induction programme & continued support

Closing Date: Friday 9th October at 12pm



Audlem St James
C of E Primary School

September 2026

Letter from the Head
Teaching Assistant (Primary with SN)

Salary within the range: Grade 4 £19,515 - £19,825

Dear Applicant

Thank you for your interest in joining our wonderful team at Audlem St James'. We are delighted that you are considering applying for the role of Teaching Assistant, and I'd like to take this opportunity to share a little more about our school and the vital part this role plays in our community.

At Audlem St James', we pride ourselves on being a nurturing, inclusive, and forward-thinking school where every child is encouraged to flourish both academically and personally. Our staff are passionate, dedicated, and work collaboratively to create a safe and inspiring learning environment. As a Teaching Assistant, you would be joining a team that truly values the contribution of every member.

This role is central to supporting our pupils' development and learning. You'll be working closely with our teaching staff and other support colleagues to deliver engaging learning activities, help shape lesson plans, and provide thoughtful input into the progress and wellbeing of our children. Whether it's supporting pupils in the classroom, accompanying them on educational visits, or helping to prepare resources and displays, your work will make a real difference every single day.

We are looking for someone who is caring, proactive, and enthusiastic—someone who can build strong relationships with pupils, staff, and families alike. Your ability to support children's emotional and physical needs, monitor their progress, and celebrate their achievements will be key to helping them thrive.

You will be joining a school where every member of staff is valued and supported. We believe in investing in our team, and you will have access to ongoing professional development opportunities, regular staff meetings, and a collaborative environment where your ideas and contributions are welcomed.

Our children are at the heart of everything we do. They are curious, kind, and full of potential. We are proud of the respectful and inclusive culture we have built, and we are looking for someone who shares our commitment to helping every child feel safe, happy, and ready to learn.

Warm regards,



Andy Perry
Headteacher
Audlem St James' CE Primary School



Job Description: **Teaching Assistant**

Our Values and Vision for Our School

Our Visions and Values statement has been decided by staff and children and it is something we are all very proud of. At Audlem we embrace the adventure of learning, encouraging everyone to step out further, think more deeply and become more understanding. Inspired by our Christian values, we are developing our skills, our courage and our wisdom to achieve beyond expectations and become successful learners, caring citizens and confident individuals. Through God's love, we are nurtured, we are inspired and we shine.

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 Areas of Responsibility

- 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 resources and ensure that the classroom is kept tidy so 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

Job Vacancy Information

Rewards and Benefits

Our people are at the heart of our success. We recognise that every school and every individual is of equal importance, we respect and have tolerance of all, and we ensure that everyone feels known, appreciated and valued.

We have developed a strong culture of collaboration and best practice, investing in our staff with support, coaching, mentoring and a wide range of top-quality training programmes at every level.

You will have opportunities to learn from colleagues who are highly experienced, knowledgeable, and committed education practitioners to support your development and career with the trust.

You will have the autonomy to evolve your school's vision, values, performance and culture, but you will never be alone, you will have continuous support from the wider trust.

You will also have full access to our rewards package:

Learning and development

We offer a wide range of training and development opportunities including structured qualifications, and you will be able to access support, coaching and mentoring by senior members of staff from across the trust.

Competitive pension scheme

Support staff are part of Cheshire pension fund (LGPS) You receive a guaranteed pension through the Local Government Pension Scheme. The fund provides you with a guaranteed future income.

The LGPS is provided by your employer who pay a large part of the cost for providing the excellent range of benefits. It is a valuable part of the pay and reward package for employees working in local government or working for other employers participating in the scheme.

Employee Assistance Programme

We have partnered with Legal and General to offer free and confidential advice to our staff. This is available 24 hours, 7 days per week for you and your immediate family. Some of the services include support with family, financial information, legal advice, stress and anxiety, and bereavement. You will also have access to structured counselling sessions.

Discounts on shopping, leisure, and travel

Through our Legal and General EAP our staff have access to a wide range of offers and discounts on high street and supermarket shopping, leisure facilities such as cinema and gym, and travel options such as holidays and hotel stays. Reduced gym membership at 'The Barony' fitness centre in Nantwich.

Flu vaccinations

All staff have the option to access their annual flu vaccination via a local pharmacy.

Audlem St James
Heathfield Rd
Audlem CW3 0HH
www.audlemstjames.org.uk
01270 906283

Any Questions?
admin@stjamesaudlem.cheshire.sch.uk



The Cornovii Trust



Audlem St James
C of E Primary School

Important The Rehabilitation of Offender Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The successful applicant will be required to apply for an enhanced DBS certificate. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

Amendments to the Exceptions Order 1975 (2013, 2020 & 2023) provide that certain spent convictions and cautions are 'protected'.

These are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or visit <https://unlock.org.uk/advice/what-will-be-filteredby-dbs/>.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trust's privacy statement.

Person Specification: **Teaching Assistant**

Qualifications, Knowledge & Training – Essential

- 5 GCSEs or equivalent
- Basic knowledge of SEND and learning barriers
- Some knowledge of strategies in working with young people with challenging behaviours
- Knowledge of some of the social issues facing students from disadvantaged backgrounds
- Awareness of health and safety issues in the workplace

Qualifications, Knowledge & Training – Desirable

- Educated to A level
- Evidence of continuing professional development
- English, maths or science degree
- Knowledge and understanding of the national Curriculum
- Knowledge of teaching and learning

Experience– Essential

- Experience if working directly with young people in an education or training environment, supporting the learning of students
- Experience of establishing and maintaining positive working relationships with a range of stakeholders, at all levels
- Experience of managing and being responsible for own workload

Experience– Desirable

- Previous experience working in a similar role in a school
- Experience of working with students from a range of backgrounds

Skills & Abilities – Essential

- Good literacy and numeracy skills
- Good interpersonal and communication skills, with excellent standard of written and spoken English
- Good administrative and organisational skills
- Ability to interest, encourage, motivate and engage children
- Ability to work as part of a team, working with people across a wide range of levels and responsibilities
- Computer literate - must have good ICT skills, including a working knowledge of MS packages e.g. word, powerpoint, outlook, excel as well as using and updating records and databases
- Ability to work using own initiative, exercising good judgement where unsupervised
- Flexibility of approach to work
- Ability to maintain confidentiality, having tact and diplomacy where necessary

Skills & Abilities – Desirable

- Ability to use an interactive whiteboard innovatively

Person Specification: **Teaching Assistant**

Personal Qualities – Essential

- Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels
- Willingness to work hard
- Flexible, adaptable, able to prioritise, and resilient under pressure
- Awareness of and commitment to equal opportunities and valuing diversity
- To command and demand respect from the school community
- Creativity and enthusiasm to promote a positive school image to the local and national community

Information for Applicants

About the School

Audlem St James' CE Primary School is proud to be part of the Cornovii Trust.

Audlem St James' is located in a Audlem village, a few miles from Nantwich, South Cheshire, caters to students aged 4-11 and has approximately 180 pupils enrolled.

We believe education is a partnership between school, home, the church and the community and for that reason we encourage the participation of parents/ carers in the learning process and in school life. At our school we are committed to creating a safe, enjoyable, stimulating and creative environment for all of our children to flourish in.

Our staff, Governors and families work together to strive to ensure that the primary years are a positive, rewarding experience for all of our children.

We are proud of our 'rich and varied range of learning experiences' and the 'good relations between pupils and with adults' that OFSTED commented on in our last inspection.

Our aim is for our school to be a wonderful place to learn and grow together.

Together we learn, play and pray

Our School Council worked with staff and Reverend Allison to decide on a Bible Quotation that summarises the ethos in our school and they decided on:

'Let Your Light Shine' Matthew 5:16



The Cornovii Trust

The Cornovii Trust

The Trust currently consists of 7 local schools; Alsager Highfields Primary; Alsager School; Audlem St James CofE Primary; Brine Leas School; Pear Tree Primary; Stapeley Broad Lane CofE Primary and Weston Village Primary. We are a local trust providing support for local schools, children and families.

The Cornovii Trust is built on 6 core principles: Collaboration, Excellence, Child Centered, Inclusivity, Equality & Community.

