Teaching Assistant

We are Humber Education Trust.



Application Pack

We are Humber Education Trust.



Our vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we drive these aims further and faster for the benefit of our pupils and our communities.

We are delighted to be recognised as one of the top performing Multi-Academy Trusts in the country*.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.

*(based on KS2 outcomes and Trusts with more than 10 schools)



Rachel Wilkes OBE

Chief Executive Officer

Teaching Assistant

TEACHING ASSISTANT
BURSAR PRIMARY ACADEMY

Scale point:	3
Salary:	£25,614 Full-time equivalent, £17,843 Actual salary, £13.28/hr
Hours of work:	30 hrs/wk, Monday – Friday, 8.45am – 3.15pm
Contract:	Permanent, Term-time + 5 training days (195 days)
Start date:	w/c 22 February 2027

Bursar Primary Academy require a dedicated, caring Teaching Assistant to join our amazing team. It is an exciting time to join Bursar as we continue to develop and expand our Resource Specialist Provision, The Bursar Hub.

As we grow our provision to support more pupils with severe/profound cognition and learning, communication and interaction needs, the successful candidate will play a key role in delivering high-quality support and helping pupils to thrive. Working closely with colleagues, they will share our ambition to provide every child with the care, opportunities and education they deserve.

Founded in 1902, Bursar Primary Academy has been at the heart of the local community for over a century and proudly became part of the Humber Education Trust in April 2023. We are dedicated to providing a safe, nurturing and inspiring environment where every child is known, valued and encouraged to shine. We celebrate individuality, recognise achievements of all kinds and work together to ensure that every member of our school community feels supported, challenged and empowered to reach their full potential.

JOB REQUIREMENTS:

- Supervises and provides specialist support for learners, including those with SEN, disabilities, personal and health needs, EAL, etc. ensuring their safety and access to learning activities
- Support the academic, social, emotional and development of individuals and groups of learners understanding clearly how children and young people with Special Educational Needs learn
- Attend to the pupils' personal care needs, supporting with the use of personal/ learning aides
- Supports the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed

THE SUCCESSFUL CANDIDATE WILL HAVE:

- To complete basic skills tasks in reading and writing as part of the recruitment process
- Understanding of National Curriculum, EYFS Guidance and other codes of practice e.g. SEN, Equalities, Safeguarding
- Effective use of ICT to support teaching and learning
- Ability to interact well using courtesy, tact and diplomacy and negotiation skills
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.

Teaching Assistant

If you believe you are the right person for the job, then we would love to hear from you.

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our trust-wide teacher development programmes and communities of practice.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

HOW TO APPLY:
Please visit our Eteach careers page to apply for this vacancy. All candidates are advised to refer to the job description and person specification before making an application.

Early application is encouraged. We will review applications throughout the advertising period and therefore reserve the right to close the advert early should sufficient applications be received.

Closing date for completed applications: 8am, Friday 11 December 2026
Interview date: TBC

Visits to the school are encouraged, please ring to make an appointment.

If you have any queries regarding the role or application process, please contact Maxine Call, School Business Manager, via Tel: 01472 691798 or sbm@bursar.het.academy

As part of Humber Education Trust's recruitment processes, in accordance with statutory guidance KCSIE, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

CONDITIONAL OFFER:
Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:
Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Teaching Assistant

SCHOOL: Bursar Primary Academy **SCALE POINT:** 3

JOB TITLE: Teaching Assistant **JE NUMBER:** CPA68

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE:

To work under the instructions and guidance of teaching staff within and outside the classroom to:

- Provide effective support as required
- Support the academic, social, emotional and development of individuals and groups of learners understanding clearly how children and young people including those with Special Educational Needs learn
- Provide effective support to maximise the attainment and accelerate the progress of individuals and groups of learners across all phases and stages
- Support the personal, physical, social and mental health needs of learners as per school policies, procedures and individual plans, including attending any and all relevant CPD/training to facilitate this.

PRINCIPAL ACCOUNTABILITIES:	
Support for Pupils	
1	Be proactive in the promotion of the welfare, health and safety of children and young people, including assisting in the maintenance of a safe environment for pupils and staff
	Supervises and provides specialist support for individuals including those with SEN, disabilities, personal and health needs, EAL ensuring their safety and access to learning activities
	Support children and young people in their learning and development eg through the acquisition of cognitive, learning and functional skills by speaking clearly and eloquently
	Support pupils in implementing their own personal care programmes, providing extra support for those unable to be independent with social, welfare, care and health matters, including toileting, dressing, feeding, mobility, use of personal/learning aides, etc
	Maintain and clean personal care equipment, materials, clothing etc, keeping supplies fully stocked
	Provide pastoral care for pupils that become unwell
	Provide feedback to learners in relation to progress towards academic, social, behavioural and learning to learn skills
	Encourages children and young people to interact with others and engage in activities led by the teacher.
	Supervise pupils over breaks, lunchtime and during the day in different learning environments e.g. classroom, playground, dining hall, circulation areas.

	Establishes constructive relationships with children and young people and interacts with them according to individual needs and abilities
	Promotes the inclusion, engagement and participation of all learners
Support for Teachers	
2	Encourages pupils to develop as independent learners in line with their needs and abilities
	Provides detailed and regular feedback to teachers on learners' attainment, progress, behaviour and attitudes to learning
	Promotes good pupil and student behaviour, dealing promptly with conflict and incidents in line with school procedures and encourage learners to take responsibility for their own behaviour
	Develops displays within and outside the classroom
	Provides clerical/admin. support e.g. photocopying, typing, filing, collecting trip/lunch money, administer coursework, routine tests and invigilates exams, etc.
	Contributes to planning and evaluation of learning and assists in the recording of learners' progress
	Assists with the development and implementation of Individual Education/Behaviour Plans and Personal/Health Care programmes
	Creates and maintains a purposeful, orderly and supportive environment (both indoor and outdoor), de-cluttering and maintaining child friendly spaces at all times
Support for the Curriculum	
3.	Prepares, maintains and use equipment/resources required to meet the lesson plans/relevant learning activity and assists learners in their use.
	Supports the use of ICT in learning activities and develops learners' competence and independence in the use of ICT, and during cookery and Physical Education lessons.
Support for the School	
4.	Awareness of and complies with all school policies and procedures, including those relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
	Awareness of the diverse needs of all learners to ensure equal access to opportunities to learn and develop.
	Accompanies teaching staff and pupils on visits and out of school activities as required and takes responsibility for an individual or group under the supervision of the teacher/visit leader.
	Attends all CPD training, including on-line training, and staff meetings as required including First Aid, Moving & Handling, TEAM TEACH, Health & Safety and the participation in performance development
	Contributes to the overall ethos/work/aims of the school.
	Appreciates and supports the role of other professionals.
	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy.
	Supports and challenges high levels of attendance and punctuality

	Participates in discussions with parents/carers and other professionals under the general direction of a teacher.
	Leads out of school learning activities

GENERAL:
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy and before and after the school day.

DIMENSIONS:

1. Responsibility for Staff:
None.

2. Responsibility for Stakeholders/Clients:
Under the direction of the teacher/senior staff responsibility for working with a named individual or identified group of learners, their parents and other staff members, following agreed plans and protocols.

3. Responsibility for Budgets:
None.

4. Responsibility for Physical Resources:
The postholder is responsible, along with all other staff, to safeguard and protect the school's resources to the best of their ability and not to misuse or misplace school property.

WORKING RELATIONSHIPS:

1. Within Service Area/Section:
Responsible for pupils in their daily care, colleagues within the school, parents and governors

2. With Any Other Areas (where applicable)
Educational support staff and educational support services
Other schools within HET and educational establishments

3. With External Bodies to the Academy
Responsible for engaging in training
Educational support staff, educational support services, other schools and educational establishments, other public and health services and community representatives

Teaching Assistant

ORGANISATION CHART:
Headteacher ↓ **Deputy Headteacher** ↓ **Teachers** ↓ **Pastoral Care, TAL1, 2 & 3s**

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment)			✓				Regular lifting of pupils and equipment.
WORKING CONDITIONS: Working Conditions **–** (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment)			✓				Supporting with outdoor activities. Potential risk of infection from exposure to pupils' bodily fluids
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment			✓				Occasional rudeness and confrontational behaviour from pupils and very rarely, parents

Teaching Assistant

PERSON SPECIFICATION

	The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only. **Codes: AF= Application Form, I = Interview, EOI = Expression of Interest Form, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation*	**Essential**	**Desirable**	**How identified**
1.	**Qualifications:**			
	GCSE English and Maths Grade A-C or equivalent		✓	AF
	NVQ Teaching Assistant Qualification		✓	AF
	Safeguarding Level 1		✓	AF
	First Aid / Paediatric First Aid		✓	AF
	Bespoke training relevant to role, including First Aid, Speech and Language, TOTT		✓	AF
2.	**Relevant Experience:**			
	Experience of working with or caring for children and young people	✓		AF
	Experience of working with and supporting children and young people in a learning environment who have multiple and complex Special Educational Needs	✓		AF/R
	Assisting teachers in accurately assessing the performance of pupils and providing appropriate feedback to the teacher		✓	R/I
	Experience of establishing constructive relationships and communication with pupils, parents and staff, agencies and professionals	✓		AF
	Experience of assisting in the maintenance of pupils' records		✓	R/I
	Effective use of ICT to support teaching and learning	✓		R/I
3.	**Skills (including thinking challenge/mental demands):**			
	Ability to be flexible to adapt to changing workload demands and new school challenges	✓		R/I
	Motivation to work with children and young people	✓		R/I
	Competent ICT skills	✓		R/I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		R/I
4.	**Knowledge:**			
	Understanding of child development and how children learn	✓		R/I
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		R/I
	Understanding of National Curriculum, EYFS Guidance and other codes of practice eg SEN, Equalities	✓		R/I
	Sound knowledge of phonics and guided reading within school in order to raise attainment in reading		✓	R/I
	A knowledge of SEN and autism specific strategies, including PECS, TEACCH, Intensive Interaction		✓	AF, R/I
	Working knowledge of ICT including use of Ipads, Microsoft Office and email	✓		R/I
	Knowledge of Health and Safety requirements		✓	I

5.	**Interpersonal/Communication Skills:** **Verbal Skills**			
	Relates well to children and young people by recognising age/stage of development and individual needs	✓		R/I
	Ability to interact well using courtesy, tact and diplomacy and negotiation skills	✓		R/I
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		R/I
	Speaks clearly and accurately using grammatically correct spoken English	✓		R/I
	Ability to work constructively and proactively as part of a team, understands classroom roles and working within this position as part of a team	✓		R/I
	Effective communication skills to model good practice for pupils and stakeholders	✓		R/I
	Written Skills			
	Good written skills, including spelling and grammar, including use of ICT	✓		AF
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
6	**Additional Requirements:**			
	Maintains high levels of confidentiality at all times	✓		R/I
	Makes a commitment to the wider life of the school	✓		R/I
	Ability to present a smart professional image in line with the Dress Code of the School	✓		R/I
	Engage in additional training and development including being proactive in identifying own development needs	✓		AF
	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		AF
	Strives for excellence and ways to improve their own performance and the performance of the school	✓		AF
7	**Disclosure of Criminal Record:**			
	The successful candidate's appointment will be subject to the academy obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service	✓		DBS Disclosure

I have read and accept the role of Teaching Assistant Level 2:

Name: Signed: Date:

Visions and Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence. Only our best is good enough.

This is us. Humber Education Trust.



HumberEducationTrust

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Where everybody counts, every moment matters.

Join Our Team

We value our employees



The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Generous Leave of Absence Policy

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

Employee Benefits - Permanent Contracted Employees & Fixed Term

- Staff Wellbeing EAP - 24/7 support
- Confidential GP, nurse and counselling service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platforms
- Discounted Gym Membership
- Discounted hotels via Hilton, Hampton by Hilton and Marriott Hotels

Professional Development

- Continuous Professional Development for all staff including mentoring and professional coaching
- Access to further qualifications, leadership courses, apprenticeships
- Supportive, diverse staff team, committed to collaboration and improvement, who will work with you to achieve your goals and make a difference to children and young people

The opportunity to make a real difference to the lives of our students

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HumberEducationTrust
Where everybody counts, every moment matters.