



THE PERSE

PELICAN SCHOOL

CAMBRIDGE



Teaching Assistant
At the Perse Pelican School
To start January 2027

CANDIDATE PACK



Salary: £20,669 per annum—£25,367 per annum

Working hours: 37.5 hours per week during term time

The Role

We are looking for an experienced Teaching Assistant (TA) to join the Pelican Team. Pelican TAs are usually allocated to a single class, enabling them to develop excellent relationships with the teacher and children. There may also be an opportunity to assist with teaching cover in their own or another class in the event of staff absence. This role will be for a Year 2 class initially but the successful candidate should be happy and able to work across both the Early Years and Key Stage 1 in the future.

All staff at the Pelican undertake a range of playground and lunch duties. There are also various out-of-hours school activities that TAs are expected to run, for which a rota operates. There is a daily before and after school club rota (Larks and Owls) from 8am to 5.30pm. Staff typically work in Larks and Owls on 2 or 3 occasions per week. Additional payments are earned for these extra hours (see below).

We also run a holiday club, Club Pelican, for 8 weeks a year. Attendance at Club Pelican is determined in discussion with staff: all members of staff are expected to attend at least 7 days of Club Pelican each year; however, some staff prefer to participate more than this. Additional payments are earned for these extra hours (see below).

At the Pelican we develop and value close relationships with our parents, bringing occasional evening and/or Saturday commitments throughout the year, such as the beginning of term Welcome Evening and our Pelican Fete. As an integral part of the team, our TAs are sometimes required to attend at such times.

We are committed to professional development so there are opportunities to develop, practise and receive training.

JOB DESCRIPTION

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As a member of the support staff, the Teaching Assistant's ultimate line manager will be the Bursar, although day to day responsibility will be to the Head of the Perse Pelican School.

Job Purpose

The Teaching Assistant will work alongside teachers, assisting in the classroom, working with groups of children and offering support to individual pupils as directed.





Key Responsibilities

Assisting the Class Teacher

Working under the direction of the class teacher to:

- Provide particular support for pupils, including those with special learning needs.
- Support the children's wellbeing and educational progress.
- Develop the children's emotional security, self-belief and social skills.
- Encourage pupils to interact with others and engage in activities.
- Prepare resources for lessons as required.
- Support pupils assigned to you and liaise with teaching staff about pupils' understanding and progress.
- Create stimulating, interactive displays.
- Ensure that all school resources are maintained in good order.

Cover

- The Teaching Assistant will be expected to help out with lesson cover arrangements as directed by the Deputy Head.

Pastoral Care

- To take a proactive role in the pastoral life of the children in the school, working with classroom teachers, promoting the general progress and well-being of all pupils in our care.
- To assist with behaviour management, implementing the School's Behaviour and Discipline policy.
- To be aware of individual children's emotional, behavioural and educational needs and support their development.
- To participate in appropriate training with a pastoral focus and to be aware of and comply with the School Policy on Safeguarding and Child Protection.
- To assist children with personal care (feeding, toileting, changing clothes and cleaning up) as necessary.

Duties

- To play a role in the School's duty rota for the supervision of pupils.
- To be fully aware of the School rules and guidance for staff related to best practice for supervision of pupils.

Meetings and events

- To participate in regular meetings as required, for example weekly meetings for planning future class activities or the administration or organisation of the school, including pastoral arrangements (subject to the Owls duty rota requirements).





Key Responsibilities

- To attend assemblies, as directed by the Head.
- To attend school functions or events, as requested by the Head, for example the Pelican Summer Fete, Welcome Evening at the start of the year and occasional special school events such as our Art Exhibition.

Extra-Curricular

To participate in the School's out of school programme as follows:

- taking a full part in the rota supervising Larks and Owls (before and after school).
- being in sole charge of any Larks/Owls session allocated to you.
- ensuring that these facilities are suitably equipped for caring for those pupils who participate in the extended day and informing the Deputy Head of any shortcomings.
- covering for absent staff (short-term) on the Larks and Owls rotas.
- being available to work at Club Pelican (holiday club) for an agreed period (for which the dates will be published well in advance).
- To attend trips and/or educational visits where necessary.

Administration

- To participate in administrative and organisational tasks related to Teaching Assistant duties.

Training and Development

- To participate in your induction and in any training and professional development arranged for Teaching Assistants.

First Aid

- To undertake basic first aid for pupils.
- To keep the qualifications held for Paediatric First Aid active.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.



PERSON SPECIFICATION

The successful candidate for a Teaching Assistant role must meet the following requirements:

Education/Qualifications

Essential

- A relevant qualification, to at least Level 3, in Childcare or Playwork.

Desirable (higher entry level or progression)

- A relevant higher-level qualification or vocational training, which can be practically applied to supporting pupil development in the School, for example from Level 4 up to Level 6.
- A First Aid qualification, particularly in paediatrics.
- Artistic flair to create displays and resources.

Skills and Experience

Essential

- A calm, flexible approach to challenge and change.
- Clear and effective communication skills, both verbal and written, with a confident and positive manner.
- Strong organisational and interpersonal skills.
- The ability to create a happy, challenging and effective learning environment.
- Confidence to support children age-appropriately in their emotional, social and behavioural development.
- Empathy for pupils, staff and the school community.
- Understanding of safeguarding and child protection procedures.
- The ability to work effectively both as part of a team and also independently.
- The ability to work collaboratively and supportively with colleagues within school and with parents.
- The ability to manage commitments and deadlines.
- ICT competence.
- Commitment to continuing personal and professional development.
- Emotional resilience to cope with and learn from challenging behaviour.

Note: Reference will be made to the Professional Standards for Teaching Assistants in assessing the appointment, development and progression of TAs at the School.

Review

This job specification will be reviewed regularly and changes may be made by agreement with the Head.





JOB SPECIFIC TERMS AND CONDITIONS

Contract Duration

This post is a permanent post from January 2027, subject to passing the probationary period.

Working Hours

The Teaching Assistant post is full-time (37.5 hours a week) during term time* (35 weeks a year).

Working hours are 8.00 am – 4.00 pm Monday to Friday, with a half hour unpaid lunch break. For part of the lunch break the Teaching Assistant may be required to help with the School's activities, such requirements not to be unreasonably made.

*Term time is defined as the published school term dates, plus two additional days immediately preceding the published start date of the Michaelmas term, and one additional day immediately prior to the published start date of the Lent term each academic year.

Salary

The starting salary, based upon the Perse Teaching Assistant Salary Scale, will be in the range of Scale Point 1 at £20,669 per annum (based on £26,214 FTE) to Scale Point 6 at £25,367 per annum (based on £32,173 FTE). The actual starting point will be based upon the relevant skills and qualifications of the person appointed.

There is a Perse Teaching Assistant Salary Progression structure, which allows for progression up the salary scale dependent upon certain criteria.

In addition Club Pelican is paid at £164 per day for a Play worker; the before and after school club rota is paid at £23.82 per hour for work outside contracted hours.

Holidays

Paid holiday entitlement is 6 weeks including Bank holidays per annum, which must be taken during School holidays. This is included in the salary (above).





TO APPLY

The closing date for applications is **Monday 5th October at midday**, but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

