

YOUR JOURNEY STARTS HERE

Realising ambition for every pupil - and every career.



Teaching Assistant Application Pack



Manor Community Primary School



About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.





About our school

Manor Community Primary School is a vibrant three form entry primary school in Kent. At Manor, we are committed to providing every child with the very best education, built on high expectations, creativity and care. Our vision is to ensure every child feels safe, valued and inspired to achieve their full potential. We encourage pupils to aim high, work together with respect and kindness, and develop resilience for life beyond school.

Our ethos is that a happy child is a successful child, and we provide a safe, stimulating environment where all children thrive. Our unique curriculum creates learners who are motivated and resilient, whilst instilling a lifelong love of learning.

We work in close partnership with our parents to ensure we do all we can to promote and establish strong, respectful relationships that enhance the outcomes for all children and their families. All children have dreams and aspirations, and we work hard to guide them to be the best they can be.

Together, we learn and believe, aspire and achieve.

Our Approach

We offer a rich, engaging curriculum that sparks curiosity and nurtures a love of learning. Our teaching is designed to develop confidence, independence and critical thinking, preparing children to thrive as responsible citizens in a changing world. We work closely with families to ensure every child is supported and challenged to succeed.



About the role

Position: Teaching Assistant

Contract: Permanent

Hours/Weeks: 32.5 hours/ 38 weeks

Working days: Monday to Friday Term time only with 30 minute lunch break

Grade: Kent Scheme A

Salary: £18,287 (£24,513 FTE)

Start date: 9th March 2026

Closing date: 22nd February 2026

Join Us and Help Every Child Flourish

At Manor Community Primary School, we believe that happy children learn best — and our staff are central to creating a positive, inspiring environment where pupils feel safe, supported and eager to grow. We are searching for a Teaching Assistant who shares our commitment to inclusion, ambition and pupil wellbeing. Whether you have experience in schools or are beginning your journey in education, this role offers the chance to make a genuine impact, work with a passionate team, and be part of a community that celebrates progress, effort and individuality.

What You'll Be Doing

You will play an important role in supporting pupils' learning and development across the school. Key responsibilities include:

- Providing high-quality support to pupils in class, small groups or individually.
- Assisting teachers in delivering engaging, accessible and inclusive learning experiences.
- Building positive, trusting relationships that help pupils feel confident and valued.
- Supporting children with additional needs, following personalised plans and guidance.
- Helping to create a calm, purposeful and supportive classroom environment.
- Encouraging children's independence, resilience and curiosity.
- Preparing resources, helping with classroom organisation and contributing to wider school life.

Who We Are Looking For

We welcome applicants who are:

- Have experience working with KS2 pupils
- Demonstrate high expectations of achievement and behaviour
- Work effectively as part of a team but also show initiative when required
- Be proactive, organised and reflective in their practice
- Have a warm, caring approach and a strong commitment to inclusive principles
- Be dedicated to safeguarding and promoting the welfare of children and young people

Why Work With Us?

At Manor Community Primary School, you will be part of a friendly, nurturing team where staff wellbeing and development matter. We offer:

- A collaborative culture where your ideas and contributions are valued.
- Supportive colleagues and leaders who invest in training and professional growth.
- Opportunities to develop your skills, including SEN support and classroom practice.
- A welcoming community where kindness, respect and teamwork are at the heart of everything we do.
- The chance to make a real, lasting difference to children and families.

This school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service (DBS) check, as well as any other relevant pre-employment checks.

How to apply

Please apply via MyNewTerm with your application form and a short supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact the school office.)

We reserve the right to close this advert early, should a suitable applicant be found.

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Teaching Assistant
GRADE:	KSA
ALL STAFF RESPONSIBILITIES:	<ul style="list-style-type: none"> • To live our values of collaboration, citizenship, sustainability and achievement. • To follow our schools' and Trust's policies and procedures. • To value lifelong learning and develop skills and knowledge. • To adhere to the highest level of safeguarding and child protection.
MAIN PURPOSE OF THE ROLE:	<p>The main purpose of this role is to work collaboratively with teachers and other staff to support teaching and learning, ensuring that all pupils, including those with differing needs and abilities, can access education and make progress.</p> <p>The Teaching Assistant will support learning across the classroom as well as in small groups, and one-to-one, while contributing to a safe, inclusive, and stimulating learning environment. You will also assist with pupils' social, emotional, and behavioural development to promote wellbeing and inclusion.</p>

MAIN RESPONSIBILITIES

Supporting Teaching and Learning

- Support teaching and learning across the classroom under the direction of the class teacher.
- Work with individuals and small groups to reinforce learning, deliver targeted interventions and encourage independence.
- Support pupils to understand instructions, remain engaged and develop confidence as learners.
- Promote inclusion and adapt support to meet the needs of pupils with a range of abilities, including SEND.
- Provide clear feedback to the teacher on pupils' progress, engagement and next steps.
- Enhance and support pupil's learning through the use of technology and digital innovations.

Supporting Wellbeing and Behaviour

- Support the teacher in maintaining a positive, calm and consistent learning environment.
- Encourage positive behaviour, focus and participation in learning activities.
- Support pupils' social, emotional and mental wellbeing, promoting positive relationships and self-esteem.
- Report any concerns regarding pupils' welfare, behaviour or progress in line with school procedures.

Creating a Positive Learning Environment

- Prepare, set up and clear away learning resources and classroom materials.
- Support the presentation of pupils' work through displays and classroom organisation.
- Contribute to maintaining a safe, welcoming and stimulating learning environment.

Additional Responsibilities May Include

- Recording basic pupil data, observations and learning evidence.
- Supporting learning through play-based and practical activities.
- Assisting with break-time and lunchtime supervision, including organising games and activities.
- Supporting pupils on educational visits and school events.
- Helping pupils use ICT and learning technologies.
- Invigilating tests and exams and assisting with routine marking.
- Supporting pupils with personal care needs (e.g. toileting, hygiene, dressing and eating) in line with school guidance.
- Supporting pupils following therapy, care or behaviour programmes under the direction of teaching staff or external professionals.
- Utilising digital tools and technology to promote independence and learning.

Safeguarding & Knowledge

- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Level 1 or Level 2 qualification in Supporting Teaching and Learning in schools (or equivalent) with practical skills	Teaching Assistant certification, Level 3 Diploma, or equivalent childcare/education qualification
Experience	Experience working with children in a school, childcare, or educational setting	<ul style="list-style-type: none"> • Experience supporting pupils with Special Educational Needs and Disabilities (SEND); • Experience in multi-age or primary classroom settings; • Previous experience assisting with educational visits, extracurricular activities, or enrichment programs
Skills	<ul style="list-style-type: none"> • Good literacy and numeracy skills; Basic IT skills to support learning and record keeping; Ability to work effectively with individuals, small groups, and whole classes; • Strong communication and interpersonal skills; • Ability to build positive relationships with children and adults; Patience, flexibility, and a positive approach to supporting learning 	<ul style="list-style-type: none"> • Experience in planning and delivering small group interventions; • Ability to support pupils in using ICT and learning technologies; Knowledge of using assessment and tracking tools; • Experience supporting behaviour management strategies and restorative practices
Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of, or willingness to learn about, safeguarding, child protection, health and safety, equal opportunities, and confidentiality; • Commitment to inclusion and promoting the welfare of children; • Understanding of child development and age-appropriate learning strategies 	<ul style="list-style-type: none"> • Knowledge of Individual Education Plans (IEPs) and Behaviour Plans; • Familiarity with statutory frameworks such as the Early Years Foundation Stage (EYFS) or National Curriculum; • Awareness of strategies to support emotional wellbeing and social development; • Understanding of educational SEND legislation and inclusion practices
Personal Attributes	<ul style="list-style-type: none"> • Reliable, punctual, and flexible; • Team player with the ability to take initiative; • Enthusiastic, approachable, and resilient; • Positive role model for pupils 	<ul style="list-style-type: none"> • Leadership potential or willingness to take on additional responsibilities; • Interest in professional development and continuous learning; • Creative approach to engaging pupils in learning activities

	Essential	Desirable
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children; • Ability to maintain professional boundaries; • Ability to report concerns promptly and appropriately 	<ul style="list-style-type: none"> • Experience undertaking safeguarding training; • Understanding of Prevent duty, online safety, and e-safety procedures

Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

Get in touch

Realising Ambition



Manor Community Primary
School
Keary Road
Swanscombe
DA10 0BU



01322 383314



Office@manor.kent.sch.uk



www.manor.kent.sch.uk

