



St. Edward's Church of England Academy

**Teaching Assistant (Health and Welfare
Support)**

Fixed Term

Start Date: 1st September (training provided prior to
commencement)

32.5 Hours, Term time only

Recruitment Pack



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
servants', said Jesus...
'Instead I have
called you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17



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Information for Applicants:

Welcome to St Edward's Church of England Academy.

We are committed to recruiting exceptional individuals who will inspire and empower our young people. Our 10:10 vision, rooted in the teachings of the Church of England, is underpinned by our core Christian values of Respect, Courage, Hope, and Friendship — principles that shape every aspect of our school community and make our Academy a special place to work and learn.

We aim to recruit staff who:

- Are excited by the opportunity to work with young people, seeing their potential and nurturing their unique gifts;
- Prioritise pupil safety, well-being, and holistic development, demonstrating **Respect** in every interaction;
- Are passionate about learning and teaching, with the **Courage** to embrace innovation and continually develop their own skills;
- Respond positively to the challenges of teaching, showing **Hope** and resilience in supporting every pupil to succeed;
- Will embody the ethos of the Academy, going the extra mile with commitment and **Friendship** to help pupils and colleagues thrive;
- Celebrate success, are quick to offer praise, and foster a culture of encouragement and kindness;
- Inspire, motivate, and nurture pupils to flourish both academically and spiritually.

If our vision resonates with you, we warmly encourage you to explore this application pack further. A visit to the Academy is highly recommended — it's the best way to experience our values in action. As a Church of England academy, we are committed to supporting our staff through high-quality professional development, collaborative working, and a nurturing environment where everyone is encouraged to grow in their professional journey.

We hope what you learn inspires you to apply and become part of our mission to help every young person flourish.

Best wishes,

Katie Smith
Principal



St Edward's
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Academy

THE POST: Teaching Assistant (Health and Welfare Support)

Start date 1st September 2026 (training provided prior to commencement)

Full time (32.5 hours) term time only plus INSET days

Fixed term – linked to the continued need for additional pupil medical, health and welfare support within the school

Salary Range: Grade 3 (SCP 5) £25,583 pro rata, Actual salary – £22,215 (pay award pending)

We are seeking to appoint a caring, dedicated and highly motivated Teaching Assistant (Health and Welfare Support), to provide one-to-one support for a pupil with medical needs, enabling them to access learning safely, confidently and successfully whilst attending school.

The postholder will support the pupil's educational, medical, personal care and welfare needs, including administering PEG feeds and undertaking agreed healthcare procedures in accordance with the pupil's medical care plan, risk assessments, training and school policies. This role combines Teaching Assistant duties with health and welfare support responsibilities.

The post holder will need to have experience in a similar role, have at least an NVQ Level 2 Teaching Assistant qualification or equivalent. They must be willing to undertake training in PEG feeding and demonstrate a willingness to undertake other health and welfare training as required.

We are looking for an individual who:

- Has high expectations for all pupils and is passionate about enabling every child to thrive academically, socially and emotionally.
- Builds positive and respectful relationships with pupils, families, colleagues and external professionals.
- Works effectively as part of a team whilst demonstrating initiative, resilience and a positive, professional approach.
- Has strong communication and interpersonal skills and is committed to ongoing professional development.
- Is willing to undertake relevant training, follow medical care plans and support pupils' individual health and welfare needs.
- Shares our commitment to inclusion, equality, pupil wellbeing and removing barriers to learning.
- Is committed to safeguarding and promoting the welfare of children, ensuring all pupils feel safe, valued and supported



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In return, we offer:

- A welcoming and inclusive school community where staff wellbeing is valued and supported.
- Access to high-quality professional development and opportunities to grow your skills and expertise.
- A positive and collaborative environment where every member of the school community is respected, encouraged and enabled to flourish.

The successful candidate will be expected to commence employment on 1st September 2026. To ensure a positive and well-supported transition for the pupil, the postholder may be required to undertake relevant training and induction activities prior to this date

HOW TO APPLY

If you would like more information, or would like to arrange a tour of the academy, please contact Mrs. Nicola Rushton on 01538 714747 or via email at financeoffice@st-edwards.staffs.sch.uk

For the application pack and full job description please see our academy [website](#)

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual school. You can be assured that we will take time and care when reading your letter; we appreciate how much effort is involved in preparing such a document.

Recruitment Timetable:

Closing date for applications (by 10:00am) – 16th July 2026

Final shortlisting, references requested for interviewees – 16/17th July 2026

Interviews – 22nd July 2026



Teaching Assistant (Health and Welfare Support)

Contract: 32.5 hours per week, term time only

Fixed term – linked to the continued need for additional pupil medical, health and welfare support within the school

Salary Range: Grade 3 (SCP 5) £25,583 pro-rata; Actual salary - £22,215 (pay award pending)

Reporting to: SENDCo

Start date: September, 2026 (training provided prior to commencement)

Purpose of the Role

To work under the direction of teaching staff and SENDCo, usually in the classroom with the teacher. Provide clinical care and general support to the teacher in the care of pupils and management of the classroom. Work may be carried out in the classroom or outside the main teaching area.

In addition to the above; the postholder will provide dedicated one-to-one support for a pupil with medical needs and in accordance with the agreed care plan, attend to specific medical and personal welfare needs including the administration of medication, feeding and personal wellbeing support.

Key Responsibilities:

Support for Pupils:

- Provide dedicated one-to-one support to enable the named pupil to access learning and participate fully in school life.
- Ensure that pupils can play a full and active role in school life, remain healthy and achieve academic potential by carrying out clinical interventions deemed appropriate for delegation to support workers (e.g. PEG feeding, administering medicines). This will be in line with Care Plans.
- Assist children in matters of personal needs and their general health including first aid and wellbeing and welfare matters.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Provide general support to pupils ensuring their safety, by complying with good H&S practice.
- Support the physical and personal needs of pupils following manual handling training. This will include the safe handling of pupils assisting with toileting, feeding and personal care in line with the pupil care plans.



- Escorting children to and from the classroom.
- Appropriate liaison with parents on general pupil matters and individual educational, medical and welfare needs.
- Maintain accurate records relating to medical procedures, feeding schedules and welfare concerns.

Support for Teacher:

- Provide structured support in accordance with specific work programmes designed and supervised by individual teachers.
- Support the teacher in the development and implementation of Individual Education/Behaviour Plans, EHCP outcomes and provision maps.
- Assist in maintaining classroom discipline through the implementation of the school's behaviour management strategies.
- Provide support to pupils to achieve learning goals, e.g. guided reading.
- Adapt resources and activities to meet the pupil's individual needs
- Assist the teacher with the planning of learning activities.
- Assist the teacher in monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Undertake appropriate basic admin tasks.

Support for the Curriculum:

- Assist the teacher in the preparation and development of agreed curriculum activities/materials.
- To provide support in literacy/numeracy/SEN strategies
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.

Support to School:

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, medical protocols, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.



- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

Safeguarding:

The safeguarding of young people is central to our school community. The post-holder will be expected to uphold the highest standards of child protection and follow all safeguarding policies and procedures, including the Staff Code of Conduct. This role is subject to an enhanced Disclosure and Barring Service (DBS) check, social media check and satisfactory references. The post-holder will also be expected to adhere to the Keeping Children Safe in Education (KCSIE) guidelines and act in accordance with the school's safeguarding protocols.

Note:

1. This job description is current as at the date shown below and is liable to variation, in consultation with the successful candidate to reflect any changes in the role.
2. In addition to the above, you may be required to undertake such other duties as the Principal may require and as may be reasonably commensurate with your grade.
3. You will be expected to participate in development reviews and undertake personal development and training, which may be of benefit to you and the Academy.
4. All staff are required to understand and follow the latest KCSIE.



Candidate Person Specification

Training and Qualifications	How/when measured*
• Good numeracy/literacy skills. • NVQ 2 for Teaching Assistants (or demonstrate equivalent knowledge skills and experience). • First aid training as appropriate (e.g. emergency first aid course) or willing to undertake this training. • Willingness to undertake training in PEG feeding and other health and welfare training as required.	A (Certificate)

Experience	How/when measured*
• Supporting children's learning in a school.	A/I/R

Knowledge/ Skills	How/when measured*
• Understanding of relevant policies/codes of practice. • Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years. • Ability to build positive, respectful relationships with pupils. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Work constructively as part of a team whilst being able to demonstrate initiative. • Good communication skills. • Effective use of ICT to support learning. • Willing to work towards NVQ Level 3 or recognised equivalent.	A/I/PE



[D] Personal Attributes	How/when measured*
• Customer Focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenges barriers and blocks to providing an effective service. • Willing to train in, and ability to accurately follow care plans for the delegated clinical interventions that a pupil requires. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	A/I/R

*A (Application), I (Interview), R (References), PE (Practical Exercise)



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HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to St Edward's Church of England Academy.

If you would like an application pack, or would like to arrange a tour of the academy, please contact Mrs. N Rushton on 01538 714747 or via email on financeoffice@st-edwards-staffs.sch.uk

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual school. You can be assured that we will take time and care when reading your application; we appreciate how much effort is involved in preparing such a document.

Please send your completed letter and application form to Nicola Rushton via email to financeoffice@st-edwards-staffs.sch.uk

If posting your application, please send it to:

Nicola Rushton
St Edward's Church of England Academy
Westwood Road
Leek
Staffordshire
ST13 8DN