



Meridian  
Trust



# Northstowe

Learning Community

## Recruitment Pack – Teaching Assistant (part-time)

**Start date: Spring Term 2025**



# Welcome Letter

Welcome to Northstowe Primary School, part of the wider Northstowe Learning Community and Meridian Trust.

We are thrilled to have you join our team, and we look forward to continuing to inspire and support our young people in their educational journey.

The primary school, as part of the Northstowe Learning Community, is part of a growing education offer on one campus and will eventually be a 630-place primary school. The secondary school site has recently been expanded to create 600 additional places, there is also a new 400-place sixth form, and a 78-place pre-school.

Northstowe Secondary College recently received its first-ever Ofsted inspection. The report, which comes just four years after the school opened, praises governors, trustees, and leaders at the school for their “relentless desire to provide the very best education for all pupils.” The quality of education, behaviour and attitudes, and personal development were all rated ‘Good,’ with leadership and management considered to be ‘Outstanding.’ This gave the school an overall judgement of ‘Good’.

Northstowe holds the three key values of Kindness, Curiosity, and Hard Work at the heart of all that it does. All staff are expected to demonstrate those values towards others and to explicitly teach these to the children.

Our provision is firmly underpinned and supported by the ethos and values of Meridian Trust, and these include:

- Achievement for All
- Valuing People
- A High-Quality Learning Environment
- The Pursuit of Excellence
- Extending the Boundaries of Learning



Dr Claire Mills – Principal



Martin Campbell – Executive Principal

# Northstowe Primary School Vision and Ethos

Our values of Kindness, Curiosity and Hard Work permeate all that we do here, the way we treat each other, how we approach our learning and extra curricular experiences. We are a family. That means that we are all individuals and appreciate that difference is good but being a part of a family means supporting each other, celebrating our achievements, and encouraging each other to be the best version of ourselves.

Students joining Northstowe Primary School will join the Northstowe family. We have successfully created a warm, nurturing, welcoming and safe school at the Secondary College and are known for our focus on the whole child. This same philosophy will underpin our new primary school. Everything that we do puts your child first, with knowledgeable and experienced primary school teachers, they will go the extra mile for your child and will know them well.

In Meridian Trust schools, we pride ourselves on knowing every child as an individual, we provide children with opportunities to be independent learners, skilful in working together to get the most out of every experience. We help them to find their strengths and support them to flourish personally and academically.



**Kind** students who care about each other, the community and the wider world.

**Curious** students who want to find out more and are open minded to find creative solutions.

**Hardworking** students who practise, persevere and keep going even when things are challenging.



# Meridian Trust Vision and Values

Meridian Trust exists to provide, support, and champion high-quality education at the heart of local communities.

As members of the Meridian family, trust academies aim to unite their pupils, families, and other local stakeholders around this common purpose to share experience and resources, to improve standards and to maximise our contribution to their wider communities. Our vision, mission and values guide and bring together each of the trust's academies.

**Our Vision:** High-quality educational provision for all at the heart of local communities

**Our Mission:** To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Every child is a successful learner, confident individual, and responsible and employable citizen
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders

**Our Values:**

## **Pursuit of Excellence**

- By expecting this of every person, every day
- Rejecting outright any sense of complacency
- Continually striving for the creation of a true meritocracy
- Promoting and celebrating elite performance inside school and in the wider world

## **Value our People**

- Appreciating the incredible trust placed with us in educating young people and serving our community
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated, and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies

## **Achievement for All**

- Ensuring that every student achieves their maximum potential
- Maintaining a relentless sense of optimism
- Removing barriers to learning
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond

## **High-Quality Learning Environment**

- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff, and our community to benefit from learning in a digital age

## **Extending The Boundaries of Learning**

- Providing positive memorable experiences inside and outside of the classroom
- Providing a diversity of experience to all
- Opening up the world to all students
- Securing the very best future educational and vocational experiences for our students

## **Academies within the Trust**

<https://www.meridiantrust.co.uk/cmat-academies/>

# About Northstowe

Northstowe Learning Community is at the cornerstone of the new town of Northstowe. This unique town will have up to 10,000 homes, making it the largest new town in the UK since Milton Keynes.

Northstowe was designed to encourage active lifestyles, independence and happiness, providing excellent facilities for people to play, relax and enjoy sport.

To find out more about Northstowe, visit: [www.northstowe.com](http://www.northstowe.com).

## Our Vision for Education in Northstowe

At the heart of Northstowe is the Northstowe Learning Community Campus.

We have an ambitious vision for Northstowe for a community learning campus that serves all ages and abilities, taking a lead role in bringing people together to create a sustainable and empowered local community. Our ambition is to create an all-through campus that will contain a nursery and primary school, a special educational needs (SEN) school, a secondary school with a dedicated post-16 centre and community sports and arts facilities.

An extension to the existing Secondary College building was completed for September 2024. Construction for the sixth form and primary school buildings is underway as of Summer 2023 and are due for completion in Spring 2025. For more information about the build progress and future campus please visit <https://northstowe.education/>



## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Teaching Assistant – Level 1
JD Reference:	STD TA 01
School/Academy:	Northstowe Primary School
Weeks:	38 Weeks (Term time only with 2-3 training days agreed each year)
Hours of work:	20-22.5 hours per week
Salary:	Grade 4, Points 3-5
Responsible to:	Assistant Headteacher

Role:	To support the teaching of students
Purpose of job:	To assist the classroom teacher in the support and inclusion of children To support access to learning for students and encourage interaction and independence

### Responsibilities and Accountabilities:

#### Support for Students:

- Supervise the activities of individuals or groups of children to ensure their safety and welfare
- Establish and keep supportive relationships with individual students or small groups to ensure they understand and can achieve the tasks
- Promote the inclusion and acceptance of all students
- Aid the learning of children by:
  - Clarifying and explaining instructions
  - Ensure that the child can use the equipment and materials supplied
  - Motivate and encourage the child as needed
  - Aid in weaker areas, e.g., spelling, handwriting, reading etc
  - Help students to concentrate and to finish the work set

#### Support for Teachers:

- Prepare the classroom for lessons as directed
- Undertake support activities as needed, e.g., photocopying, mounting displays, filing, etc
- Undertake student record keeping as requested
- Contribute to the management of student behaviour

#### Support for the Curriculum:

- Support students to understand instructions
- Support students in respect of local and national learning strategies e.g., literacy, numeracy, KS3, KS3, as directed by the teacher
- Support the use of ICT in the curriculum

**Support for the School:**

- Be aware of, and follow, policies and procedures, e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to the relevant person
- Accompany staff and students on visits, trips and out-of-school activities as needed
- Develop and keep effective working relationships with other staff
- Attend relevant meetings as needed

**Support for School/Academy/Place of work:**

- Participate in staff events by arrangement
- Attend Staff Meetings
- Contribute and take part in Trust events and activities where possible
- Develop and keep effective working relationships with other staff and parents/carers
- Adhere to the Trust values
- Follow school policies, practices, and procedures

**Data Security:**

- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

**Health and Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare
- Work/run all equipment within Health and Safety & Welfare
- Contribute to the maintenance of a safe and healthy environment

**Continuing Professional Development:**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice

**Child Protection and Safeguarding:**

- The post holder will have a shared responsibility for safeguarding all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people
- Inform the Child Protection Officer of any issues relating to the safety and well-being of students

The post holder will undertake any other duties equal to the grade of the post, in consultation with the line manager. This job description is subject to review and may be changed following consultation with the post holder.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

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

***All staff will be subject to an enhanced check with the Disclosure & Barring Service.***

**Updated: January 2022**

<b>Person Specification</b>  <b>Teaching Assistant Level 1</b>	Assessment Key:  A = Application Form  I = Interview
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Education and Qualification		Essential	Desirable	Assessment
1	Good educational background with GCSE or equivalent in English Language and Maths	✓		A
2	Teaching Assistant qualification or willingness to work towards one		✓	A
Experience		Essential	Desirable	Assessment
3	Experience of supporting children in a classroom environment		✓	A/I
4	Experience of working with children across all key stages		✓	A/I
Knowledge and understanding		Essential	Desirable	Assessment
5	Some understanding of the education system	✓		A/I
6	Some knowledge of the SEND Code of Practice		✓	A/I
7	Some understanding of how children learn	✓		A/I
8	Some understanding of phonics, numeracy, and literacy development	✓		I
9	Knowledge of the concept of confidentiality	✓		I
10	Awareness of child protection issues	✓		I
11	First aid certificate		✓	A



<b>Skills and abilities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	Able to make and sustain positive relationships with children	✓		I
13	Able to work closely with pupils who are finding learning difficult	✓		I
14	Good written and oral communication skills	✓		I
15	Ability to contribute to team meetings and contribute ideas	✓		I
<b>Personal Qualities</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
16	Willingness to undergo further training and development	✓		I
17	Positive and enthusiastic approach towards work	✓		I
18	Ability to act on own initiative	✓		I
19	Kindness and empathy towards students and colleagues	✓		I
20	Ability to work as part of a team effectively			I
<b>Child Protection</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	Support the Academy policies on safeguarding and child protection.	✓		A/I
<b>Other</b>		<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
22	Flexibility of working hours	✓		A/I

**VACANCY FOR TEACHING ASSISTANT (PART-TIME)**  
**Based at Northstowe Primary School**

**Salary:** Meridian Trust Support Staff pay table, Grade 4, Points 3-5 (£24,027 – £24790 FTE)

**Hours of work:** 20-22.5 hours per week (across 5 days), 38 weeks per year (term time only with 2-3 additional days agreed each year). The ideal working pattern is 8:30am to 1pm, Monday to Friday, however there is some flexibility with how hours can be worked. The role includes lunchtime supervision as part of the expected duties.

We have an exciting opportunity for a kind, curious and hardworking individual to join our support staff team as a part-time Teaching Assistant at the newly opened Northstowe Primary School. Working within a small team, our Teaching Assistants aid the learning of our children in the classroom through effective support of the class teacher. As a small group of staff in a brand-new school, we all have to go the extra mile however, we promote and support a good work life balance, and we are a kind and supportive team.

In September 2024, Northstowe Primary School opened with the first intake of Reception aged children and our Sixth Form Provision welcomed its first young adults into Year 12. Northstowe Secondary College was built in 2019 and is the cornerstone of the Northstowe Learning Community, an all-through school from 2024, catering for students aged 4-19. Northstowe Secondary College opened to just 71 students but is now over-subscribed with students in Years 7-11. The secondary school has grown year on year, and it will continue to grow until it reaches its full capacity of 1,800 places for students aged 11-16, with a further 400 places available for sixth form students. We are also lucky enough to have the Martin Bacon Academy, an area Special School, on our campus that also caters for children aged 4-19.

You will be part of an experienced and growing team of teaching and support staff working to create an inclusive, innovative and aspirational learning environment for the young people and families within the community we serve.

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve. The Trust currently operates 30 schools across Bedfordshire, Cambridgeshire, Peterborough, Lincolnshire and Northamptonshire and has forged strong links within all these communities. We are committed to high quality professional development and career opportunities for all staff. To find out more about the Trust, please visit: [www.meridiantrust.co.uk](http://www.meridiantrust.co.uk)

### **The Opportunity**

- To join an experienced, fun and enthusiastic team of individuals
- To be involved in the setting up and growth of a new primary school within the Northstowe community.
- To make a real difference to the positive experience of our pupils and families.
- Excellent CPD provision for all staff, working in collaboration and sharing best practice across the trust.

### **The ideal candidate**

- Have a good educational background.
- Have a positive attitude and approach to work.
- Have experience of working with or supporting children with additional needs.
- Have the ability to make and sustain positive working relationships with children.
- Be knowledgeable in child protection matters.
- Demonstrate the school's core values of kind, curious and hardworking.

## Benefits of working for us:

As a multi-academy trust of 30 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

As well as the above we also offer:

- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

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## How to apply:

Please submit an application form and a letter of application /supporting statement of at least 1 side of A4 (via My New Term) outlining why you would like to work for NLC. In line with safer recruitment practices, we are unable to accept CVs. If you have any questions about this process or would like to arrange a visit to the school, please contact Sarah Wakerley, HR Officer on [recruitment@northstowe.education](mailto:recruitment@northstowe.education)

Closing date for applications is **Monday, 24<sup>th</sup> February 2025 (by 8am)**. However, early applications are encouraged because applicants may be shortlisted and invited for interview before half term (17<sup>th</sup> – 21<sup>st</sup> February).

Interview date: To be arranged.

The Trust is committed to diversity and inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

***The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS), as well as online searches.***