

# **Mason Moor Primary School**



## **Pathways Teaching Assistant**

### Candidate Information Pack

# Start date: Autumn 2025

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## **Are you looking for a role that enables you to take a lead in the classroom? A role where you can deliver a high quality of education to young people?**

At Mason Moor Primary School, we live, work and learn through a shared dedication of striving to be 'the best versions of ourselves'.

We are looking to appoint an enthusiastic, talented, and motivated SEN Teaching Assistant to join our teaching and learning team.

## **We are particularly interested in hearing from candidates with the following skillset:**

- An ability to work under pressure, in an environment that demands the best from you to enable young people to be successful.
- A commitment to the school community, one where you will be present and able to impart the knowledge and skills pupils need to thrive!
- A passion for learning that will inspire and motivate pupils.
- Be confident at both one to one and group level.

This academic year will be one of excitement, change and development. You will be joining our school at a pivotal moment.

## **Information about our school:**

We are a small one form primary school situated in the Millbrook ward of Southampton that incorporates a nursery and a SEN unit. We serve an increasingly diverse community and one where deprivation is high with many of our parents and carers living on Southampton's largest social-housing estate.

We are led by an Executive Headteacher and a large leadership team including staff from our partnership schools in Southampton.

## **Information about the role:**

- Work closely with teachers to raise standards and help each pupil progress.
- Work with individuals and groups of children both inside and outside of the classroom, under the direction of a teacher or SENCO.
- Be deployed to other support roles when necessary.
- Support class teachers with classroom management issues e.g. setting up activities, clearing away materials. Preparing resources and displaying work.
- Support with start and end of day procedures as well as lunchtime supervision of pupils.

## **We offer:**

- A happy and purposeful working environment
- Experienced and supportive colleagues
- Enthusiastic children who are happy, responsive, and keen to learn
- Professional development

## **Application information:**

We warmly encourage you to visit our school to meet the children and staff. Please telephone the school to arrange a mutually convenient appointment.

For further information on the roles and an application pack look under the vacancies section of the school website ([www.masonmoorprimary.co.uk](http://www.masonmoorprimary.co.uk)) or contact Lorraine Gatt, School Business Manager at [lgatt@masonmoorprimary.co.uk](mailto:lgatt@masonmoorprimary.co.uk) for an application pack

Closing date for applications: 21/11/25 with the interviews to be conducted the following week

Your interview day is a mutual process aligned to helping you to decide if this is the school to advance your career in. We aim to make the day as supportive as possible. Please return the completed application forms and pre-interview documents to the School Business Manager

***The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory references, health checks, social media checks and an enhanced DBS clearance.***

# **JOB DESCRIPTION: Pathways Teaching Assistant**

Terms of employment:

**Salary:** Grade 6

**Start date:** Autumn 2025

**Reporting to:** Headteacher and the SLT

## **CORE PURPOSE:**

*To implement, develop and innovate the teaching for pupils at Mason Moor Primary School and guide staff in developing consistent practice in teaching and learning ensuring high quality learning opportunities, pastoral care, safeguarding and behavior through the management of behavior, teaching and learning, attendance, pupil engagement, parental engagement, extended services and school organization.*

## **CORE DUTIES**

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1. To work with individuals or groups of children, as directed by the class teacher and/or SENCO, to support subjects and learning across the whole curriculum (according to the requirements of the school, this may include the supervision of a classroom for periods of time);
2. To establish supportive, caring and secure relationships with the child/ children, promoting respect, self-esteem and a positive, inclusive whole school ethos;
3. To develop knowledge and understanding of specific academic, physical and emotional/behavioural needs of individuals and groups of children and respond to them effectively;
4. To assist the class teacher/SENCO with the planning, development and delivery of suitable programmes of work for pupils (i.e. Individual Education Plans), including those with specific learning needs and/or a statement of Special Educational Needs;
5. To help, support and motivate the children, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;
6. To contribute to monitoring and recording pupils' progress, maintaining records and providing relevant feedback to teachers;
7. To provide welfare support to the children, including administering First Aid (dependent on training) and attending to personal hygiene and identified medical needs as required;
8. To assist with general school duties. These may include:
  - a. Setting up classrooms, preparing resources and displays and tidying and clearing away
  - b. Supervision of children during playtimes
  - c. Supervision of children entering and leaving school premises
9. Support identified pupils with emotional and behavioral needs through the planning and delivery of 1:1 or group programs, or supporting in class where appropriate;

10. Assess the needs of identified pupils and their families and be part of the team that offers support, advice and guidance with parenting and behavior management issues as required through engaging with parents/carers at the start and end of the school day, regular meetings, support programs and through making and developing contacts;
11. Liaise with school staff regarding the interventions and support in place for identified pupils;
12. Work with vulnerable children and their families as a pre-emptive measure in order to reduce the risk of exclusion due to challenging behavior;
13. Work independently with individuals and groups of pupils;

### **Professional Knowledge and Understanding:**

- Promote positive values, attitudes and good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior
- Communicate information from external agencies to teachers and other staff, as appropriate
- Attend meetings with professionals and parents as necessary;
- Ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Supervise pupils on visits, trips and out of school activities
- Undertake other duties required and which are consistent with the level of responsibility of this job;
- Help pupils to access learning activities through specialist support;
- Determine the need for, select, prepare and maintain general specialist resources.

### **SPECIAL FACTORS:**

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Subject to the duration of the need, the special conditions given below apply:












- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

***This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.***



## Person Specification – Cover Supervisor

| Category   | Essential   | Desirable  |
|--|---|--|
| <b>1. Qualifications/<br/>Professional<br/>Development</b> | <ul style="list-style-type: none"> <li> Level 2 qualifications in English and Maths</li> </ul>   | <ul style="list-style-type: none"> <li> A desire to progress to HLTA or to become a teacher with QTS</li> </ul> |
| <b>2. Experience</b>                                       | <ul style="list-style-type: none"> <li> Experience of working with pupils and being successful at supporting them to do well.</li> </ul>   |  |
| <b>3. Skills<br/>attributed<br/>to the role</b>            | <ul style="list-style-type: none"> <li> Ability to articulate and share a vision of supporting pupils at Mason Moor.</li> <li> Ability to inspire and motivate staff, pupils, parents and governors to achieve the aims of the school</li> <li> Evidence of successful strategies for planning, implementing lessons.</li> <li> Good interpersonal skills</li> <li> Empathy with children</li> <li> Ability to manage pupil behaviour and to stay calm and composed when facing challenging behaviours presented in the classroom.</li> </ul> |  |
| <b>4. Teaching and<br/>Learning</b>                        | <ul style="list-style-type: none"> <li> An understanding of the requirements of the National Curriculum</li> </ul>   |  |

| Category                  | Essential  | Desirable |
|---------------------------|--|-----------|
| <b>5. Personal skills</b> | <ul style="list-style-type: none"> <li> Strong commitment to the mission statement</li> <li> Strong commitment to school improvement and raising achievement for all</li> <li> Ability to build and maintain good relationships</li> <li> Ability to remain positive and enthusiastic when working under pressure</li> <li> Ability to organise work, prioritise tasks, make decisions and manage time effectively</li> <li> Empathy with children</li> <li> Good interpersonal skills</li> <li> Effective ICT skills</li> </ul> |           |
| <b>6. References</b>      | <ul style="list-style-type: none"> <li> Positive recommendation in professional references</li> <li> Satisfactory health and attendance record</li> </ul>  |           |
| <b>7. Safeguarding</b>    | <ul style="list-style-type: none"> <li> Mason Moor Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants</li> </ul>  |           |