St Matthew's CE (Aided) Primary School and Nursery Centre

Tel: 01952 386 260
Email: a3358@taw.org.uk.
Web: www.stmatthewscofe.com
Acting Headteacher: Mrs R. Wilson. B.Ed (Hons), NPQH

Church Road,
Donnington Wood
Telford,
TF2 7PZ

'I can do all things because Christ gives me strength' Philippians 4:13

Level 3 Teaching Assistant

Required as soon as possible

32.5 hours per week term time only plus PD days when required.

Scale 4 Point 7 to 11 - £14.14 per hour

We wish to appoint an enthusiastic, organised and passionate Teaching Assistant to support children across our school.

We are looking for candidates who:

- cover classes in the absence of a teacher
- have the qualifications to HLTA, including planning when necessary
- have experience of assisting children in all key stages
- may have experience of phonics and a good understanding of how early reading is taught.
- have understanding and experience of children with SEND
- are committed to high expectations of care, achievement, behaviour, inclusion and safeguarding
- are passionate about making a difference to our children's future.
- are creative, flexible and passionate about helping children learn.
- demonstrate a positive approach to challenge and change.
- will be an active part of our enthusiastic and dedicated team.
- can build good working relationships with parents/carers.
- can provide support 1:1, with small groups and within a classroom setting, including providing intimate care.
- has or is prepared to undertake a Paediatric First Aid qualification
- maintain confidentiality at all times and observe GDPR Guidelines

To apply:

Application forms supporting statements should be emailed directly to the school Business Manager at jayne.oconnell@taw.org.uk.

Closing date for applications: Midday on Tuesday 24th November 2026.

Interview date: TBD

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This school is committed to safeguarding children and young people. Online checks will be carried out for all candidates invited to interview following the guidance in Keeping Children Safe in Education 2023. The successful candidate will also be subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check along with other pre-employment checks.

Visits to the school are welcome, please email contact the Business Manager on 01952 386260 or jayne.oconnell@taw.org.uk

You can also view more information about our school by visiting our web page at: https://www.stmatthewscofe.com/

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Fluency Duty

- This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.
- This post has been assessed as requiring C1 level under the Common European Framework of Reference for Language (CEFR)
- Can understand a wide range of demanding, longer clauses, and recognise implicit meaning.
- Can express ideas fluently and spontaneously without much obvious searching for expressions.
- Can use language flexibly and effectively for social, academic and professional purposes.
- Can produce clear, well structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.

More information is available at : http://ecouncil/Fluency/Pages/default.aspx

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Criminal Convictions

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Should you be shortlisted for interview you will be asked to declare on a separate form whether you have any convictions or cautions that are not "protected" in line with this legislation. Further information on the filtering of these cautions and convictions can be found in the DBS filtering guide.

Online Checks

In line with the Statutory Guidance Keeping Children Safe in Education, an online check will be undertaken for all shortlisted candidates prior to the interview.

Someone who is not on the interview panel will undertake this search and only share information obtained with the panel should this have potential implications around your suitability to work with children.

The panel may ask you specific questions about any information obtained via this online search if appropriate.

All information given/obtained will be treated as strictly confidential and will be stored securely.

Please see the job description, person specification, safer recruitment and CP and Safeguarding policies for further details.
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St. Matthew's Church