Heene CE Primary School





Job Application Pack – Teaching Assistant

West Sussex NJC Grade 3 £25,614 FTE, Actual Salary £10,437

Start date: ASAP

Permanent; 17.5 hours per week (12-3.30pm every day), Term Time Only, Plus Inset Days

Closing Date: 9am Monday 23rd November 2026

Interview Date: Thursday 26th November 2026

Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our newly revised vision is: 'Together in faith, we love, grow and learn'.

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

We live this vision out through our values, which are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the Staff, and Governors, want to help your child develop during their time at our school. All our learning is linked to these values in some way.

Our recent Ofsted highlights the many strengths of the school and we are looking for the right person to support us with our unwavering commitment to inclusion and providing the best opportunities to every child in our care. Please do take a look at this video to get a sense of the kind of school we are: What do the children think of our school?

Visits to the school are warmly welcomed and encouraged-please do contact the school office and one of us will be happy to show you around.

Mrs Laura Turner

Headteacher

Advert

Salary	**West Sussex NJC Grade 3 £25,614 FTE, Actual Salary £10,437**
Location	Heene CE Primary School, Norfolk St, Worthing, BN11 4BB
Contract	**Fixed term, 17.5 hours per week (12-3.30pm every day), Term Time Only, Plus Inset Days**

Heene CE Primary School are seeking to appoint a flexible, proactive member of staff to join our hardworking team who has a willingness and ability to work both independently and alongside other members of the team. We will always give full, fair and unbiased consideration to any request from an employee to enter into a job-share arrangement, on the basis that 2 job share partners can be recruited.

The purpose of the role is:

We are looking for someone to assist in promoting the learning and personal development of the pupils at Heene CE Primary School, to enable them to make the best use of the educational opportunities available to them. The role entails being aware of and complying with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.

No CVs please, application forms only.

Application Details

Thank you for your interest in the Teaching Assistant vacancy at Heene CE Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to HR@heeneprimary.co.uk

These can be downloaded from the school website www.heeneprimary.co.uk/web/

Closing Date & Interview

Please ensure your application arrives by **9am Monday 23rd November 2026**
Interviews for the role will aim to be held on **Thursday 26th November 2026**

Visiting

Heene CE Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. For further information about what is required in this process please go to https://www.gov.uk/dbs-check-applicant-criminal-record . An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Job Description

Post: Teaching Assistant

Location: Heene CE Primary School, Norfolk Street, Worthing, BN11 4BB

Salary: West Sussex NJC Grade 3 £25,614 FTE, Actual Salary £10,437

Hours: 17.5 hours per week (12-3.30pm every day), Term Time Only, Plus Inset Days

Reporting to: Phase leader and Headteacher

Overall Purpose

We are looking for a flexible, proactive member of staff to join our team. We are looking for someone to assist in promoting the learning and personal development of the pupils at Heene CE Primary School, to enable them to make the best use of the educational opportunities available to them. This role will have a focus on working with children with special education needs within the school, mostly on a 1:1 basis.

Key roles and responsibilities include:

To aid pupils to learn as effectively as possible both in group situations and on a 1:1 basis, for example:

- Clarifying and explaining instructions
- Ensuring the pupil is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, reading, spelling, maths, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals in the best interests of the children you are supporting.
- Providing additional nurture to individuals when requested by the class teacher or SENCO.
- Consistently and effectively implementing agreed behaviour management strategies.
- Helping to make appropriate resources to support the pupils.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To contribute towards reviews of the pupil's progress as appropriate.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties.
- To support playground/break time supervision e.g. educational games, homework clubs etc.
- To accompany teacher and pupils on educational visits.
- To provide individual support and intimate care, as required.
- To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
- To establish supportive relationships with the pupil(s) concerned

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

CRITERIA	DESIREABLE QUALITIES
Qualifications / Experience	• Experience of supporting children in a classroom environment, including those with special educational needs. • NVQ Level 2 for Teaching Assistants or equivalent • Experience of working in a school
Skills and knowledge	• A good standard of education particularly in English and Mathematics. • Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment. • Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils. • Ability to use language and other communication skills that pupils can understand and relate to. • Ability to establish positive relationships with pupils and empathise with their needs. • Ability to demonstrate active listening skills. • Ability to consistently and effectively implement agreed behaviour management strategies. • Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs, encouraging the pupil to stay on task. • Ability to monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. • Ability to carry out and report on systematic observations of pupils' knowledge, understanding and skills. • Ability to assist in the recording of lessons and assessment as required by the teacher. • Ability to offer constructive feedback to pupils to reinforce self-esteem. • Ability to work effectively and supportively as a member of the school team. • Ability to work within and apply all school policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc.

Personal qualities	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Have a positive, friendly approach towards staff, children, parents and members of the public • Have a flexible and adaptable approach • Deals with difficult situations effectively • Willingness to participate in further training and developmental opportunities offered by the school and DCAT, to further knowledge.

Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 29 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated