



Horningsham Primary School



Teaching Assistant/MDSA Recruitment Pack

Horningsham Primary School

Church Street, Horningsham, Warminster, Wiltshire, BA12 7LW

Headteacher: Mrs Odele Lapham

Tel: 01985 844342

admin@horningsham.wilts.sch.uk



September 2025

Dear Applicant,

Firstly, welcome to our small and happy village primary school. Thank you for considering applying for the position of Teaching Partner (Teaching Assistant) and Mid-Day Supervisory Assistant (MDSA) at Horningsham Primary School. We are looking to appoint a dynamic person to join our fantastic team on a part-time permanent contract as soon as possible. Teaching Partners at our school play a fundamental role in supporting high quality learning. I hope the information in this pack will be informative and helpful as you consider your application.

Horningsham School is in a unique situation and position, being a successful small, rural community school, which is still maintained by the Local Authority. Additionally, our school sits in the village of Horningsham on the Longleat Estate in Wiltshire, with local neighbours including Lord and Lady Bath and the Lions of Longleat, among other exotic wildlife! We benefit greatly from this connection with Longleat.

Our school is full of charm, with outstanding manners and leadership skills exhibited by our children, as well as good progress and provision for all learners, regardless of their starting points. This is something we expect all of our staff to support and build upon alongside our team.

We are passionate about ensuring that every child receives the very best education and positive experiences at our school. We have an exciting curriculum that enthuses and challenges our learners. We aim to inspire creative and imaginative minds and look to our teachers to generate exciting, real-life opportunities for learning.

Our school has a happy and supportive staff who rise to the challenge and undertake a wide range of duties, given that we are fewer in number compared to larger schools. We highly value ongoing professional development and embrace change when needed.

We have the pleasure of being part of the Compass Collaboration, a collection of like-minded small, rural schools who offer each other support and challenge opportunities whilst maintaining our individual school identities.

We are looking for a colleague who will support us in advancing our school's journey. I hope that you will see the great opportunities our school offers.

Kindest regards,

Odele Lapham
Headteacher



Artsmark
Platinum Award
Awarded by Arts
Council England

Horningsham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Are you a kind, enthusiastic and supporting Teaching Assistant?

We are looking to appoint a highly motivate and experienced Teaching Assistant and MDSA who is enthusiastic about providing high level support for our pupils.

The successful candidate will begin as soon as possible 2025.

We are looking for an enthusiastic and caring Teaching Assistant/MDSA to join our supportive and friendly team. The ideal candidate will:

- Be passionate about supporting children's learning and development.
- Be confident in working with mixed-age groups, adapting support to meet the needs of individual learners.
- Have good literacy and numeracy skills.
- Promote inclusive practice, ensuring all children feel valued, supported and able to achieve their potential.
- Work closely with class teachers to help deliver engaging, high-quality learning experiences both indoors and outdoors.
- Be proactive and flexible, showing initiative in the classroom and around the school.
- Build positive relationships with children, staff, parents and carers.
- Support the wider school community by contributing to school events, enrichment activities and daily routines.
- Be a team player who is willing to learn, reflect and grow in their role.
- Be calm, nurturing, motivate and committed to helping children thrive.

Additional responsibilities, as part of the MDSA role:

- Supervise, support and interact with children of all ages in the different areas around the school whilst they are eating lunch or taking part in lunchtime activities.
- Facilitate and support a variety of outdoor play activities for the children at lunchtime.
- Provide basic first aid when needed.
- Support the catering team in serving lunches.
- Clean and tidy the school dinner hall.

In return, we can offer:

- A good school, in a beautiful village location.
- Great children who are happy and enthusiastic to come to school and learn.
- A highly committed, supportive and hard-working team.
- A welcoming, inclusive school with a caring environment.
- A positive relationship with parents, our community and a supportive Governing Body.
- A comprehensive, and supportive, induction process.
- Ongoing professional development opportunities.
- Networking with teachers across the Compass Collaboration.
- A positive, respectful culture that values wellbeing and work/life balance.
- Great links with Longleat!



Visits to the school are warmly welcomed. Please contact our Admin and Finance Officer, Sara Elston, to find out more or arrange a tour: 01985 844342 or admin@horningsham.wilts.sch.uk

Further information about our school is available on our Website: www.horningsham.wilts.sch.uk

Safeguarding Children, Young People and Vulnerable Adults: Horningsham Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Two references will be taken up for all shortlisted candidates prior to interview. Following recommendations from Keeping Children Safe in Education (KCSIE) for an additional pre-employment check, an online search will form part of this recruitment process. The nature of the work requires that the post holder has undergone checks by the Disclosure and Barring Service and has an enhanced clearance.

Equal opportunities: All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Closing date: 9.00am Tuesday 7th October

Interviews: Tuesday 14th October

Job Description

Salary:	Teaching Assistant: Grade D-E (dependent on experience) MDSA: B2	Job Title:	Teaching Assistant and MDSA
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Main Job Purpose:	▪ To assist in the support and inclusion of children with a mainstream school.
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Main Duties under the overall direction of the Class Teacher/Headteacher:

1. Support pupils learning, either in groups or through 1:1 work.
2. Support pupils self-esteem, inclusion and behavioural development.
3. Liaise with the class teacher and SENDCO about SEND provision.
4. Develop appropriate resources to support pupils.
5. Provide physical/personal care to pupils where required.
6. Support the teacher as directed – adapting lessons and instructions to pupils
7. Support systems of recording pupil progress.
8. Provide regular feedback about pupils to teachers.
9. Support the delivery of the National Curriculum.
10. Assist with setting up, storing and retrieving and general maintenance of classroom equipment and teaching aids.
11. Help to ensure the hygiene of the teaching environment in cases of sickness or soiling.
12. Supervision of pupils, either in the lunch hall or other areas in the school.
13. Support catering staff with serving school lunches and setting up/closing down the dining hall.
14. Attend in-service training when required.
15. Administer minor First Aid.
16. To participate in professional development as required.
17. To ensure that school policies are reflected in daily practice.
18. To support the Headteacher in promoting the ethos of the school.
19. To demonstrate a high level of professionalism.
20. To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
21. To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
22. To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health & Safety policy and any school-specific procedures / rules that apply to this role.

This job description sets out the main expectation of the school in relation to the post holder's professional responsibilities and duties, but does not direct the particular amount of time to be spent carrying them out. There are not definitive working time arrangements in the national conditions of employment. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

General Attributes:

- Able to work both independently and effectively as part of a team.
- Enthusiastic and passionate about learning.
- Flexible, energetic and innovative.
- Creative and values inspirational learning opportunities and environment.
- A reflective practitioner who strives for improvement.
- Excellent IT skills to support classroom practice.



Teaching Assistant and MDSA Person Specification

Essential

Desirable

Professional Qualifications and Training

- GCSE English and Maths at Grade C (4) above or equivalent.

- Further education e.g. NVQ 2 or above.
- Safeguarding training.
- Basic Food Hygiene + First Aid training
- Sound knowledge of current legislation.
- Looking to develop further skills and qualifications.
- Evidence of professional development.

Experience

- Recent experience working with or caring for children.
- Experience of working in a team.

- Successful experience working within a school.
- Experience of working with children with SEND.

Knowledge and Understanding

- Basic understanding of child development and learning.

- General understanding of the National Curriculum.
- Understanding of Quality First Teaching.

Professional Qualities and Skills

- High expectations of self and others.
- A commitment to helping children develop as independent learners.
- The ability to explain things clearly to support learners in making progress.
- Able to follow line managers structures and understand classroom roles and your own position within those responsibilities.
- Willing to be involved with the community.
- Committed to supporting exciting enrichment opportunities.
- Commitment to safeguarding and creating a culture of this within the school.

- The ability to organise and deliver classroom activities.
- The ability to implement a range of teaching and learning strategies.
- Effective use IT to support high-quality learning.
- Willing to organise and independently run an afterschool club.

Personal Qualities and Attributes

- Excellent interpersonal skills.
- Ability to evaluate own learning needs.
- Patience, empathy and sensitivity towards children with a range of needs.
- Dedicated team player who is committed to the school's culture and vision.
- Able to motivate, support and challenge.
- Organised, flexible and efficient.
- Excellent IT skills.
- Enthusiastic, resilient, supportive.
- Good sense of humour!

- Bring personal interests and enthusiasm to the school community.
- Understanding of the needs of a small, rural school.