



Information for Candidates

SEND TEACHING ASSISTANT

Contents

Headmistress' Welcome	3
Welcome to Terra Nova	4
SEND Teaching Assistant	5
Our Ethos	11
Co-Curricular Life at Terra Nova	12
The Application Process	13
Contractual Terms	14
Staff Benefits	15
Recruitment Guidance Notes	16

Headmistress' Welcome

Thank you for your interest in the SEND Teaching Assistant roles that we have at Terra Nova School. Whether this is the first time you've come across Terra Nova or you already know us well, it doesn't take long to understand that whilst our setting is extremely beautiful, it is the people within who make it the special place it is with our pupils at its heart.



Our dedicated and highly skilled staff is the linchpin of the community, and our pupils are at the centre of everything we do. If you like what you read here and think you could be a good addition to our team, then we'd love to receive your application.

As a leading prep school, nestled in the Cheshire plains, we were graded 'excellent' in all areas by the Independent Schools Inspectorate in July 2022 and exceeded in all areas in November 2025. We have ambition for every child and our philosophy for education is simple – a truly whole child education where all pupils achieve their potential to lead happy and fulfilled lives.

Reflected in our vision and values, we unearth each child's talent through a curriculum that is truly broad and balanced. Our dedicated and highly skilled teaching team carefully craft opportunities for challenge and learning. Character values are explicitly taught and practised at every opportunity to further enhance our whole child approach. Our teaching support team is integral to providing that nurturing and supportive environment that enables our pupils to thrive.

Welcome to Terra Nova

At Terra Nova School ambition begins and futures take shape. Nestled in the rolling Cheshire countryside, we believe that every child has unlimited potential – and we have ambition for every child.

As a leading co-educational day and boarding prep school, and part of the Shrewsbury School Family, we combine tradition with innovation to deliver an education that excites and empowers.

Our pupils are curious, confident, and full of character – qualities that flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality. Excellence is woven into every day. From Nursery through to Year 8, our pupils are challenged to think deeply, act kindly and embrace new opportunities. They are taught by talented and passionate educators who bring learning vividly to life ensuring that curiosity and confidence grow hand in hand. Our wider school community creates a safe and secure environment filled with excitement and opportunity, where pupils' wellbeing and happiness is paramount.

Terra Nova also benefits from being part of the Shrewsbury Family of Schools. This pathway allows us to extend the same ethos and standards into the senior years, with Shrewsbury School recognised as one of the UK's leading independent schools. For our families, this means a joined-up journey from early years through to Sixth Form – a reassuring continuity of care, character and excellence. For our staff, this means access to a larger family of support, greater expertise, collaboration, resources and opportunities for development.



Terra Nova School – SEND 1:1 Teaching Assistant

Funded roles available working part time hours, term time only.

Terra Nova Preparatory School, situated in the heart of Cheshire, is a renowned independent, co-educational, preparatory day school of 230 pupils aged 2-13. Terra Nova School has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field and in the creative and performing arts.

Terra Nova Preparatory School is looking to recruit SEND Teaching Assistants to join our wonderful team. The right candidate will have knowledge and experience of working with children with SEND and have a positive and enthusiastic approach.

The role will include providing 1:1 support, working in collaboration with the teaching team to ensure delivery of provision within the EHCP and to achieve the outcomes outlined. To support and promote the development of independent learning skills and enable our wonderful pupils to flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality.

The successful candidate will be someone who:

- Demonstrates strong classroom practice and a passion for supporting children's learning and development.
- Promotes pupil independence, self-esteem and inclusion.
- Builds positive relationships with pupils, staff and families.
- Works effectively as part of a team whilst showing initiative and flexibility.
- Has high expectations of pupils and is committed to supporting children to achieve their full potential.
- Shares our commitment to creating a nurturing, inclusive and ambitious learning environment.

Closing date for applications will be Thursday 25th June 2026

Interview will take place Monday 29th June 2026

Shrewsbury School and Terra Nova School are committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

Position: Teaching Assistant (SEND 1:1)
Working Hours: Part time 0.4/0.5/0.6 (hours to be agreed)
35 weeks per year, term time, plus INSET days.

This job description is not necessarily a comprehensive definition of the post. It can be reviewed and may be subject to modification or amendment at any time after consultation with the holder of the post. These hours may vary according to the needs of the school and in agreement with the Headmistress.

Reporting to: SENDCO

Duties and Responsibilities:

- Deliver individual/small group teaching, adapting planning under the direction of a teacher.
- Have a clear understanding of the needs of pupils: special educational needs, EAL, disabilities, and work closely with the SENDCO to support them.
- Support delivery of provision outlined with an EHCP.
- Provide regular feedback regarding children's progress, wellbeing and development and against outcomes outlined within an EHCP.
- Observe, assess and accurately record children's progress and achievements in line with the school's assessment guidelines and procedure.
- Encourage independence and confidence, metacognition and self-regulation.
- Attend Inclusion Team meetings and undertake professional learning.
- Act as a positive role model, promoting professionalism, enthusiasm and best practice at all times. Present a professional, presentable image at all times.
- Work effectively with other education professionals.
- Promote positive learning behaviours; supporting the development of a safe and stimulating learning environment.
- Work within a framework of national legislation regarding safeguarding and within the policies and procedures of Terra Nova School.

Safeguarding

- To be responsible for the welfare of all children in your designated room, organising systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any



concerns immediately – in accordance with child protection and whistleblowing policies

- To contribute to the effective recording and resolution of any complaints or investigations, always ensuring confidentiality

Health & Safety

- Read and be familiar with the School's Health & Safety procedures.
- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the post holder and other staff.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Headteacher of the School.



Person Specification

Description	Essential	Desirable
Qualifications and knowledge		
Minimum Level 3 Teaching Assistant Qualification or commitment to complete within 12 months.	X	
Previous experience working in the education sector (Years 3 – 8)	X	
Previous experience working in the private education sector		X
First Aid Qualification		X
Safeguarding Training		X
Knowledge of: <ul style="list-style-type: none"> • Supporting auditory needs • Supporting social communication needs • Supporting emotional regulation needs • Autism adaptive strategies • ADHD adaptive strategies • Metacognitive framework • Scaffolding framework: Teaching Assistant and pupils interactions • Use of evidence based interventions 		X
Personal Attributes		
A proactive and positive attitude with the belief that every child has unlimited potential	X	
Outstanding organisational and time management skills	X	
Excellent communication and interpersonal skills, both face to face, on telephone and in writing	X	
Ability to build positive and effective working relationships and deal with a broad range of people	X	



The professional standards for teaching assistants are set out in four themes.

Personal and professional conduct

- Having proper and professional regard for the ethos, policies and practices of the school in which they work as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance along with school policies and practice.
- Upholding values consistent with those required from teachers by respecting individual differences and cultural diversity.
- Committing to improve their own practice through self-evaluation and awareness.

Knowledge and Understanding

- Acquire the appropriate skills, qualifications, and/or experience required for the teaching assistant role, with support from the school employer.
- Demonstrate expertise and skills in understanding the needs of all pupils (including specialist expertise as appropriate) and know how to adapt and deliver support to meet individual needs.
- Share responsibility for ensuring that their own knowledge and understanding is relevant and up to date by reflecting on their own practice, liaising with school leaders and accessing relevant professional development to improve personal effectiveness.
- Demonstrate a level of subject and curriculum knowledge relevant to their role and apply this effectively in supporting teachers and pupils.
- Understand roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role.

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil progress as appropriate to the level of the role.

- Communicate effectively and sensitively with pupils to adapt to their needs and support their learning.
- Maintain a stimulating and safe learning environment by organising and managing physical teaching space and resources.

Working with others

- Recognise and respect the role and contribution of other professionals, parents and carers by liaising effectively and working in partnership with them.
- With the class teacher, keep other professionals accurately informed of progress or concerns they may have about the pupils they work with.
- Understanding responsibility to share knowledge to inform planning and decision making.
- Understand the role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.



Our Ethos

A Terra Nova education provides a **safe, ambitious** and **nurturing** environment in which children can flourish: discover their **talents**, develop their **potential** and contribute to the **community**, to lead **happy, fulfilled** lives.

We support every pupil to grow through the principles of **GROWTH**:

Gratitude – appreciating opportunity and giving back with generosity.

Respect – valuing difference and showing kindness in every interaction.

Outstanding education – inspiring ambition, creativity and curiosity.

Worldliness – nurturing open-minded, globally aware young people.

Teachers – recruiting exceptional educators who know and champion every child.

Happiness – ensuring children enjoy their learning and flourish through joy and purpose.

Our community lives by five core values: Resilience, Open-mindedness, Confidence, Kindness and Discipline. They are evident in every lesson, every performance, every game and every friendship.



Co-Curricular Life at Terra Nova

Being a part of Terra Nova’s thriving community is exciting, inclusive and full of possibilities. We firmly believe in an education where academic pursuits are supported by wonderful co-curricular opportunities: enriching experiences that ignite a spark, lead to another question or nurture a quiet confidence.

Prep School is a time to try everything, and to have enormous fun doing so! Pupils throw themselves into the near-endless array of opportunities at Terra Nova, taking advantage of everything that is on offer. Breaktime, Lunchtime or After-School Clubs further the academic and personal development of our pupils, whether it be polishing up their Maths, English or Coding skills, opening their creative minds, or thriving on challenges specifically tailored to our scholars.

The huge range of sports clubs takes advantage both of our own outstanding facilities and those in the local area, and pupils can try their hand at Fencing, Skiing, Cross-Country, Shooting, Golf, Athletics, Swimming, Gymnastics and Tennis in addition to any of the core school sports. Creative and Performing Arts opportunities abound, with almost daily rehearsals for pupils of all ages, and for those with particular interests, whether Mindfulness, Chess, Eco, or Dungeons and Dragons, there is undoubtedly something – if not many things – for every child.



The Application Process

Please complete the Terra Nova School application form together with a covering letter.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

The closing date for applications is 12:00pm on Thursday 25th June 2026

Start date: **September 2026**

Short-listed candidates will be invited to interview **Monday 29th June 2026**

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

For an informal discussion about the role, please contact Clare Bowman (Operations Manager): hr@tnschool.co.uk

Queries regarding the application process should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 16.

Contractual Terms

Salary

Terra Nova School has its own competitive salary scale.

Hours

This is a part time position, working during term time and attending all INSET days.

Sick pay

Ranging from 1 month full pay and one month half pay to 6 months full pay and 6 months half pay depending on service.

Holiday

The postholder is entitled to the paid statutory minimum holiday entitlement under the Working Time Regulations 1998 which is to be taken during the school holidays and is paid as part of the normal salary.

Pension

All support employees are eligible to join the School's Pension Scheme (employee 5%, employer 3%).

Staff Benefits

Training & Development

All school staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Lunch is provided at our dining room during term time, refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Employee Assistance Programme

Staff can access free wellbeing support, counselling and advice and guidance.

Recruitment Guidance Notes

Terra Nova School 2026

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via:

[Job Vacancies | Shrewsbury School](#)

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Terra Nova School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

✿ Current passport, share code or eligible immigration

document ✦ Current driving licence

✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The School will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.