Cedarwood Primary School

Headteacher: Mrs T Shute

November 2026

Dear Applicant

Re: Teaching Assistant with EYFS & KS1 Experience – Fixed-Term Position

Thank you for your interest in joining the Cedarwood Primary School team.

We are seeking to appoint an excellent, highly motivated, caring and enthusiastic Teaching Assistant with experience of working within the Early Years Foundation Stage (EYFS) or Key Stage 1 (KS1), including supporting children with Special Educational Needs and Disabilities (SEND). This is a fixed-term position until 31st August 2027.

We are looking for a dedicated and positive individual who is passionate about helping every child achieve their full potential. The successful candidate will have recent experience of working as a Teaching Assistant within EYFS or KS1 in a primary school setting, together with a sound understanding of the KS1 National Curriculum, early childhood development, phonics, early literacy and mathematics.

Experience of supporting pupils with SEND is essential. Candidates should be confident in adapting learning activities and resources to meet individual needs, delivering targeted interventions and supporting children's communication, social interaction, emotional wellbeing and independence. The ability to work collaboratively with class teachers, the SENDCo and other professionals to provide consistent, inclusive support is particularly important.

We are seeking someone who can build positive and trusting relationships with children, families and colleagues and who demonstrates a calm, nurturing and consistent approach to behaviour and learning. The successful candidate will be flexible, organised and able to use their initiative while contributing effectively to the wider school team.

At Cedarwood Primary School, we are proud of our warm, welcoming and inclusive environment, where children are encouraged to develop confidence, independence and a love of learning. Our staff are valued, supported and encouraged to develop professionally. We are delighted to welcome a new Teaching Assistant who shares our commitment to achieving the best possible outcomes for all pupils.

This is a Grade 3 post, fixed term for one year from September 2026, with full-time or part-time hours available. The full-time equivalent salary is £26,017–£26,847 per annum, depending on experience. The post is term time only, working 38 weeks per year. For applicants working 32.5 hours per week, the actual annual salary will be £18,984–£19,590. Salary will be calculated on a pro rata basis according to the hours worked, with part-time working arrangements considered.

If you have the relevant experience, skills and enthusiasm to make a positive difference to children's learning and development, we would be delighted to receive your application.

Suffolk County Council
Wilkinson Drive, Kesgrave, Suffolk IP5 2ES Telephone: 01473 612981
Email: admin@cedarwoodprimary.org.uk Website: www.cedarwoodprimary.org.uk

Further information, including the job description, person specification and application form, can be found in the job vacancies section of our school website: https://www.cedarwoodprimary.org.uk/suffolk/primary/cedarwood. The website also contains key policies relating to safer recruitment, child protection and safeguarding.

Completed application forms should be returned to applications@cedarwoodprimary.org.uk by 4.00pm on Thursday 26th November 2026. Please note that the application deadline may be brought forward if sufficient applications are received. Incomplete application forms may be returned for completion or may not be considered. Interviews for shortlisted candidates will take place during the week commencing 30th November 2026.

Cedarwood Primary School implements a rigorous child protection and safeguarding policy, and our staff and governors are committed to safeguarding and promoting the welfare of children. We operate safer recruitment procedures, including safeguarding checks in line with the latest Keeping Children Safe in Education guidance.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act 1974, subject to applicable exceptions. Please refer to the declaration section of the application form for further details.

Applicants will be required to provide at least two referees covering the last five years of employment. References will be requested before interview, and referees will be asked to comment on the applicant's suitability to work with children.

Only candidates who meet the job criteria will be shortlisted. Interviews will be conducted by a panel of three people and will include questions exploring candidates' suitability to work with children. The successful applicant will be required to undertake an appropriate Disclosure and Barring Service (DBS) check.

Cedarwood Primary School is an equal opportunities employer, and job share applications will be considered.

If you have any queries or would like to arrange a visit to the school, please contact me at applications@cedarwoodprimary.org.uk. We look forward to receiving your application.

Kind regards,

Kath Smith-Howell
School Business Manager
Cedarwood Primary School