

East Worlington Primary School & Nursery

1:1 Teaching Assistant & Mealtime Assistant

Candidate Pack

Closing date: Tuesday 24th November 10am

Interview date: Wednesday 2nd December

Chulmleigh Academy Trust

COMPASSION AMBITION TEAMWORK

A Very Warm Welcome



Thank you for showing an interest in this position.

East Worlington Primary School, part of the Chulmleigh Academy Trust, is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.



An exciting opportunity to join us has become available, and we are looking for an enthusiastic, committed, patient and motivated 1:1 Teaching Assistant to join our support team at East Worlington Primary School. In addition to this role we are offering the position of 1:1 Mealtime Assistant role. These roles are to support a Reception pupil with additional needs.

As well as providing the very best education for the children of East Worlington and the surrounding area, this is a fantastic opportunity to be part of a wider team within the Trust, who develop practice and share expertise.

We can offer you:

- A welcoming, supportive and inclusive school ethos
- A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- Commitment to high quality continued professional development

There are now 60 pupils on roll, and the school is growing. This is a great time to be joining East Worlington and we would be very pleased to hear from you.

N Payne

Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has good verbal and written communication skills.
- Establishes excellent relationships with children.
- Takes initiative and seeks opportunities for further development.
- Can quickly establish excellent supportive relationships with parents.
- Is a team player.
- Can accurately assess the levels at which children are working and respond to their needs.
- Sees education at East Worlington Primary School as a journey from 0-16, due to links with Chulmleigh College.

ENGAGING CHILDREN IN LEARNING

About Our School

East Worlington Primary School, for children aged 0-11 years, is situated in the small village of East Worlington, which is between Chulmleigh and Crediton and close to Witheridge. It is part of the Chulmleigh Academy Trust, a group of three primary schools (Lapford and Chulmleigh) and Chulmleigh College.

East Worlington joined Chulmleigh Academy Trust and became a converter Academy in August 2011. We are proud to be part of the Trust, which provides a supportive network, sharing good practice with subject leads working across all three primary schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Trust-wide Primary Executive Headteacher and Trust Primary Administrator who work with the three Heads of School. School meals are prepared at the College site and delivered on a daily basis.

East Worlington School comprises of 3 classes with combined year groups in each one. The classes are further divided during the mornings to ensure discrete teaching of different year groups.

We have a nursery building where the children in the new babies provision are situated alongside our existing provision. The nursery has the flexibility across two large, spacious classrooms and our amazing outdoor provision. There are attached toilets and changing facilities making this a good provision for this age group.

We have 60 children on roll and the school is 18% pupil premium including our nursery.





Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.

By the time our pupils leave us, they are ready to do their best at secondary school.

WE GIVE NOTHING BUT OUR BEST

East Worlington Primary School & Nursery

Job Description

Chulmleigh Academy Trust



Job Title: 1:1 Teaching Assistant
Status: Temporary, 16 hours per week x 39 weeks per annum
Grade C: £13.92 - £14.14 per hour - depending on experience
Start Date: January 2027

Job Purpose

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.Work may be carried out in the classroom or may regularly take place outside the main teaching area.

Supervision Arrangements

Each class must have an assigned teacher, who will take overall responsibility for the progress of pupils within that class. Such teachers may be assisted in their work by support staff, some of whom will carry out specified work and must do so under the direction and supervision of a qualified teacher. The nature of the direction and supervision may vary according to the work undertaken and the level of experience of the member of support staff.

Major Responsibilities

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs.
- Delivering pre-determined learning/care/support programmes.
- Implementing literacy/numeracy programmes.
- Assisting with the planning cycle.
- Undertaking general clerical/administrative support for the teacher/department.

Duties

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Assisting with the display of pupils work.
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities on a regular basis.
- Monitoring pupils responses to learning activities and accurately recording achievement/progress as directed.

- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils work.
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.
- **Supporting pupils by:**
- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and to engage in activities led by the teacher.
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, early years, recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending relevant meetings as required.
- Participating in training and other learning activities and performance development as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.



East Worlington Primary School & Nursery

Job Description

Chulmleigh Academy Trust



Job Title: 1:1 Mealtime Assistant
Status: Temporary, 2.5 hours per week x 39 weeks per annum
Grade A: £13.28per hour
Start Date: January 2027

Main Duties & Responsibilities

School Meals:

- Ensure that children entering the dining room have clean hands and promote good hygiene.
- Encourage good table manners and good behaviour at lunch time.
- See that drinking water is provided and assist in pouring water for young children.
- Assist young children in handling knives and forks and if necessary, cut up their food.
- Encourage children to eat the meal provided and encourage them in avoidance of waste.
- Assist young children to choose a balanced meal.
- Supervise the orderly return of empties to a given point.
- To assist the children in clearing the room ready for afternoon session.
- Clean up after spillage of food, water or sickness in dining area during the service of the meal.
- Clean up after spillage of food, water or sickness in dining area during the service of the meal.
- Support the catering assistant with serving of food when necessary.
- Setting up the tables and chairs ready for lunch, cleaning the tables after lunch and clearing them away. Ensuring the area is clean and ready for use after lunch.

General:

- Safeguard the children during the lunchtime period.
- Undertake playground duty, supervising by circulating amongst children and leading and engaging in play activities. Actively taking a lead with children's games and play during the period, encouraging all children to play and participate in activities. This supervision should not be carried out by pairs of Assistants.
- Supervise children in designated area, other than playground, during wet weather.
- Follow the school health and safety policies.
- Attend to minor accidents and report to the teacher in charge.
- Report any untoward circumstances or behaviour to the teacher in charge.
- Ensure that children do not leave the school without permission of the teacher in charge.
- Assist the teacher in charge, as required, in order to care for the safety and well-being of children.

East Worlington Primary School & Nursery

Person Specification

Chulmleigh Academy Trust

AREA	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications	• Good standard of general education • Competence in Numeracy/Literacy. GCSE Maths and English – Minimum of Grade C or above • Willingness to attend courses/training and seek professional development	• Recognised qualifications	AF / Exam Certificates
Experience	• Working with people in a caring or supportive capacity • Working with individual responsibility in a team context • Experience of working with children with SEND	• Experience in education • Recent experience of supporting a child with challenging behaviour	AF
Skills	• Good communication skills • Ability to work as part of a team • Ability to work independently • Ability to foster good relationships with pupils and enthuse young people to want to learn • Ability to solve problems • Ability to use ICT	• Creative approaches to pupil learning • Knowledge of attachment based mentoring and relational practice	AF / I /R
Personal Qualities	• Warmth and sensitivity • Interest and concern for young people and education • Personal integrity and high expectations • Patience and tolerance • Ability to work as part of a team • Personal resilience – ability to be calm and positive under pressure • Flexible approach to work, both with pupils and other members of the department • Ability to think independently	• Adaptability • Interested in 'learning'	I / R

AF: Application Form
I: Interview
R: Reference

How to Apply

Please complete the online application form available here.

A tour of East Worlington Primary School will be arranged as part of the interview schedule.

Closing date: Tuesday 24th November 10am

Interview date: Wednesday 2nd December

Start date: January 2027

If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Executive Headteacher or Head of School to discuss the role further.

personnel@chulmleigh.devon.sch.uk or call 01769 580215



COMPASSION AMBITION TEAMWORK