

Teaching Assistant – EYFS / KS1

Job Description



Teaching Assistant required – To start as soon as possible

NJC Pay scale – Grade 5 (£25,185 - £25,989 FTE)

31.25 hours per week

Closing date for applications: 12 noon Monday 10th November 2025

Shortlisting: Monday 10th November 2025

Interviews: Thursday 13th November 2025

The children, staff and governors wish to appoint an outstanding practitioner or Teaching Assistant who will become part of our dedicated, supportive and hardworking team. The position will be based in our Early Years Foundation Stage or Key Stage 1.

The ideal candidate will hold a Level 3 Early Years Educator qualification or equivalent, or have a willingness to commence this qualification upon employment with the school.

Purpose:

To work under the instruction/guidance of teaching staff or senior support staff to enable access to learning for pupils and to assist the class teacher in the management of pupils and the classroom.

Duties:

- To deliver and implement work programmes to individuals/groups of pupils under the direct supervision of the class teacher enabling them to achieve maximum access and participation in the EYFS / National Curriculum.
- To provide an appropriate level of support to individuals or groups of children whilst developing skills of independence.
- To work under the direction of the class teacher and to assist in the planning, monitoring and assessment of the pupil's learning, ensuring that progress is clearly recorded and related to the learning objectives/ support plan targets for that pupil.
- To monitor pupils' responses to learning activities, accurately record achievement and progress as directed and contribute to the preparation of reports/information for parents' meetings and SEND reviews.
- To be involved in the preparation of displays, routine filing, photocopying, resource preparation and routine marking of children's work.
- To work within agreed school policies including child protection, racial equality and behaviour policies.
- To assist the class teacher in ensuring high standards of pupil behaviour.
- To attend and assist pupils with their hygiene, toileting, eating and general welfare requirements as necessary.
- Lunchtime supervisory duty with your class

Visits to the school are warmly invited. Please contact Gemma Addison, School Business Manager, to arrange a visit. Application forms are attached to the advert. To apply, please email your completed application form to gemma.addison@longtoftschool.co.uk

This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

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Long Toft
PRIMARY

In line with our safer recruitment policy two references will be sought prior to interview. The school will carry out on-line searches as part of their due diligence checks on shortlisted candidates who will also be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.



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PRIMARY