



**Nurture, Nature, Knowledge:
Enabling inquisitive thinkers and inspired learners with kind
hearts.**



TEACHING ASSISTANT AT HIMBLETON CE PRIMARY SCHOOL AND NURSERY

Commencing as soon as possible after interview

Information for Candidates

Himbleton CE Primary School and Nursery

Neight Hill, Himbleton, Droitwich, Worcestershire, WR9 7LE

Telephone: 01905 391231

Email: office@himbleton.worcs.sch.uk

Web Page: www.himbleton.worcs.sch.uk

The Advertisement

Full time Teaching Assistant – Fixed Term Contract for the Summer Term 2025

Salary: TA1

Required to start: As soon as possible

We are seeking to appoint a class-based Teaching Assistant to join our lovely school for the Summer Term 2025, working in our Early Years class of Reception and Nursery children and to cover part of the lunchtime provision. There may also be the possibility of extending hours and extending the contract as our school requirements continue to change.

We would love to attract an experienced TA to our school, however if that's not you - don't despair! What is important to us is the right person. You may be fully qualified and experienced, not qualified yet, or you may be drawn to the role, but have not started to train. Wherever you are in your career, we would welcome applications from nurturing, caring, positive people who share our vision and values and strive to safeguard the welfare of our children. The position is vacant now, so the successful candidate will start as soon as they are able.

We are looking for someone with all the right skills to make a great Teaching Assistant who:

- Is nurturing, patient and empathic with children whilst able to maintain consistent and clear boundaries
- Is able to demonstrate a strong ability to use their own initiative, build good relationships with pupils and establish positive behaviours for learning
- Is proactive with their support, shows enthusiasm and imagination
- Possesses strong numeracy and literacy skills
- Has high expectations of children's achievements and behaviour
- Has a friendly and professional nature with children and adults
- Has a flexible and professional approach to work
- Has a positive attitude with excellent communication skills
- Is a team player, with a strong personal work ethic
- Relishes the prospect of being part of a community and not just a member of staff;
- Is committed to promoting our vision of Nurture, Nature, Knowledge and our Christian values.

Himbleton CE Primary School and Nursery is a voluntary controlled, rural school with 110 children on roll (inclusive of Nursery) with a Pupil Admission Number (PAN) of 14. Children are taught in mixed age classes and the vacancy is for a fixed-term position with our youngest children in our Early Years class.

We can offer you a school with:

- A warm, welcoming and friendly school with a strong Christian vision, rooted in theological narrative that is alive and drives all that we do;
- The opportunity to work with our wonderful pupils and become part of the family;
- A supportive Governing Body whose expectations for the school are high;
- An experienced and knowledgeable staff team who are committed to ensuring that our children experience the best opportunities;
- A supportive and engaged wider community.

We would be delighted to talk to you, meet you and show you our school and all applicants are encouraged to visit school before they apply. This can be arranged by contacting our School Administrator, Mrs Stewart, on 01905 391231 or via email to office@himbleton.worcs.sch.uk We would also encourage you to look at our website www.himbleton.worcs.sch.uk to find out more and to get a true feel for our school.

Closing date for applications: Friday 11th April at 12 noon

Shortlisting: Friday 11th April. Shortlisted candidates will be notified by email.

Planned interview date: Tuesday 29th April 2025

To apply, please use the Worcestershire agreed application form which is available from our website or as a paper copy from the school office. Please do not send CVs.

Safeguarding and Safer Recruitment:

Himbleton CE Primary School and Nursery has responsibility for and is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. This position is subject to an Enhanced Disclosure and Barring check. Any offer of employment will be subject to satisfactory references and other satisfactory pre-employment checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. An online search will also be carried out on all shortlisted candidates as part of our Safer Recruitment procedures.

Himbleton CE Primary School and Nursery

Himbleton CE Primary School and Nursery is located in a beautiful, unspoilt, rural village in the heart of the Worcestershire countryside. The school is privileged to have extensive and varied grounds, enabling us to be able to offer a unique curriculum that draws upon this and provides every child with a diversity of carefully designed learning experiences.

At our school, we believe that in order to fulfil their potential, all children need to feel valued, respected and experience a sense of belonging. Our family ethos, rooted in our Christian values of Friendship, Truthfulness, Perseverance, Forgiveness, Courage and Respect enables us to nurture every aspect of each individual so that they can truly flourish.



Children attend the school both from the local community and further afield. As we have a Pupil Admission Number (PAN) of 14, children from Nursery to Year 6 are taught in mixed age classes; Nursery and Reception, Year 1 and Year 2 (KS1), Year 3 and Year 4 (LKS2) and Year 5 and Year 6 (UKS2) making a total of 4 classes. The school is set within wonderful grounds which enables the curriculum to be taught. The school was graded as 'Good' in March 2023.

Himbleton's Ofsted Report in March 2023 said:

"The motto of this small village school is 'nurture, nature, knowledge.' Pupils make the most of the rural location of the school by experiencing valuable outdoor learning opportunities. Pupils enjoy and learn much from these opportunities. They enjoy the caring, family-like atmosphere of the school. Pupils feel safe at school because staff look after them well."

As a church school, Himbleton CE Primary School and Nursery has close links with St Mary Magdalene Church and our Christian values support and underpin our motto of 'Nurture, Nature, Knowledge'. Our children and staff show respect and kindness towards each other, treating everyone as individuals with their own unique talents and celebrating the similarities and differences which form our community.



We believe that every child should have the opportunity to fulfil their potential and achieve to the best possible standards, giving them a strong foundation for the future. From the moment they start, we provide children with a unique, exciting curriculum, which is carefully designed to both foster a love of learning and to effectively prepare them for life in an ever-changing, diverse world. We aim to inspire, challenge and motivate our children to want to make a difference and have the confidence to do so.



About the Post

Due to an internal re-structure, we are seeking an enthusiastic and committed Teaching Assistant to join our small, but ambitious and friendly team to support in our Early Years class for the Summer Term. We are looking for someone who has high expectations of themselves and children, is positive and creative in their approach and someone who is excited to join our small, but dedicated and friendly team.

What To Do Next

We would encourage you to view our website to get a flavour of our school;
www.himbleton.worcs.sch.uk

Arrange an appointment to look around;
email office@himbleton.worcs.sch.worcs.uk or tel. 01905 391231

Send a completed application form complete with a letter of application to the school via email to;
office@himbleton.worcs.sch.uk

Closing Date: Friday 11th April 2025 at 12.00 noon.

Job Description: Teaching Assistant

Main Purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils;
- Promote pupils' independence, self-esteem and social inclusion;
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

Duties and Responsibilities

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 (SEND);
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities;
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;

- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment;
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment;
- Observe pupil performance and pass observations on to the class teacher;
- Supervise a class if the teacher is temporarily unavailable;
- Use ICT skills to advance pupils' learning;
- Undertake any other relevant duties given by the class teacher.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role;
- Read and understand lesson plans shared prior to lessons, if available;
- Support the preparation of the classroom for lessons.

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils and with parents and carers under the direction of the class teacher;
- Communicate their 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;
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers;
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with;
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers;
- Collaborate and work with colleagues and other relevant professionals within and beyond the school;
- Develop effective professional relationships with colleagues.

Safeguarding, health and safety

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies;
- Understand the school's safeguarding procedures and actively promote pupils' wellbeing and safety, sharing concerns in a timely fashion;
- Promote the health, safety and wellbeing of all pupils, working with the DSL and deputy to ensure safeguarding is promoted;
- Undertake supervision duties, including at lunch time, throughout the day as required;
- Look after children who are upset or have had accidents.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school;
- Take part in the school's appraisal procedures;

Personal and Professional Conduct

- Maintain high standards of ethics and behaviour, within and outside school;
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality;
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other Areas of Responsibility

- Be an advocate of the school’s ethos, Christian Vision and values, promoting change and school improvement that improves the life chances for all groups of pupils;
- Be familiar with the school’s systems, structures, policies and procedures, including the school’s Code of Conduct;
- Uphold and support the school’s Behaviour Policy;
- Take responsibility both personally and collectively;
- Promote pupils’ spiritual, moral, social, cultural, physical and mental development alongside British values;

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person Specification

Criteria	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	<ul style="list-style-type: none"> • First-aid training, or willingness to complete it
Experience		<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience of working with Nursery and Reception children • Experience of delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • An understanding of the need to safeguard children • Good ICT skills, particularly using ICT to support learning 	<ul style="list-style-type: none"> • Knowledge of guidance and requirements around safeguarding children • Understanding of roles and responsibilities within the classroom and whole school context • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils

Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality• Commitment to the school's vision• Resilience, positivity and enthusiasm about making a difference• Capacity to inspire, motivate and challenge children and young people• Two excellent references• DBS check	
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Notes:

This job description may be amended at any time in consultation with the postholder.