



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



**TEACHING ASSISTANT/LEARNING SUPPORT ASSISTANT AT
HIMBLETON CE PRIMARY SCHOOL AND NURSERY**

Commencing ASAP 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 Learning Support Assistant/Teaching Assistant (SEND support) – Fixed term contract

Salary: TA1/TA2 depending on experience

Required to start: ASAP after interview

We are seeking to appoint a caring, committed and supportive Learning Support Assistant/Teaching Assistant to provide support for children throughout the school. This rewarding role will involve helping children access learning, build confidence and to continue to thrive academically and socially, as well as working with small groups, providing behaviour support strategies and delivering targeted interventions linked to individual targets.

The successful candidate will:

- Have a TA qualification and ideally have experience of working with children who have additional needs
- Develop a positive and trusting relationship with children whilst maintaining consistent and clear boundaries
- Provide consistent, tailored support in class and during wider school activities
- Work closely with the class teacher, class Teaching Assistant and SENDCo to follow children's individual support plans
- Foster independence, self-esteem and active participation in learning
- Possesses strong numeracy and literacy skills
- Be proactive, imaginative and enthusiastic with their support
- Have high expectations of achievements and behaviour
- Have a friendly and professional nature with children and adults
- Be a team player, with a strong personal work ethic and communication skills
- Relish the prospect of being part of a community and not just a member of staff;
- Be 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 97 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 to support children in the school with SEND needs.

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 wonderful pupils and become part of the family;
- A supportive Governing Body whose expectations for the school are high;
- An experienced and knowledgeable staff who are committed to ensuring that our children have 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: Midday Friday 12th December 2025

Shortlisting: Friday 12th December 2025. Shortlisted candidates will be notified by email.

Planned interview date: Thursday 18th December 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.

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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

As a result of children being awarded an Education Health and Care Plan (EHCP), we are looking for a supportive, caring and patient person to support children in Key Stage 1 and Key Stage 2 with additional needs. The right candidate will be 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. They will ideally have experience of supporting children with additional needs.

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 12th December 2025 at 12.00 midday.

Job Description: Learning Support Assistant

Main Purpose

The Learning Support Assistant will:

- To provide learning and care support for pupils with special educational needs (SEN) to help them to work towards the outcomes on their education and health care plans (EHCP);
- To work with pupils' teacher(s) to plan and deliver activities ;
- To support pupils with routines, transitions and behaviour management.

Duties and Responsibilities

Supporting the Pupils

- Build positive relationships with the pupils, promoting high self-esteem, independence and social inclusion;
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention;
- Assist with the development and delivery of actions and support set out in pupils' EHCPs;
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate.

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher(s) and increase pupils' achievement;
- Contribute to the planning of differentiated learning activities for individuals, delivering activities inside or outside the classroom ;
- Support the teaching of a broad and balanced curriculum aimed at helping pupils achieve their full potential in all areas of learning;
- Promote, support and facilitate inclusion by encouraging participation of pupils in learning and extracurricular activities;
- Use effective behaviour management strategies consistently in line with the school's policy and procedures;
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment;
- Use ICT skills to advance pupils' learning;
- Provide regular feedback to teachers on pupils' progress, attainment and barriers to learning through pupil observation;
- Monitor, record and report on progress and attainment;
- Read and understand lesson plans shared prior to lessons, if available;
- Undertake any other relevant duties given by the class teacher.

Working with Staff, Parents/Carers and Relevant Professionals

- Share knowledge and understanding of pupils with other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision;
- Communicate effectively with other staff members, pupils, and parents and carers;
- Keep other professionals accurately informed about performance, progress and any areas of concern;
- Understand their roles, 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 pupils 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 Learning Support 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	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • A TA qualification or similar	• First-aid training, or willingness to complete it
Experience	• Experience working in a school environment or other educational setting • Experience of delivering learning activities	• Experience of working across Key Stages • Experience of working with children with additional needs
Knowledge and Understanding	A good knowledge and understanding of: • literacy and numeracy skills • organisational skills • how to build effective working relationships with pupils and adults and the roles these play in a child's education • child development and the way in which children learn • how to help adapt and deliver support to meet individual needs • effective positive behaviour management strategies • an understanding of the need to safeguard children • good ICT skills, particularly using ICT to support learning	• Understanding of roles and responsibilities within the classroom and whole school context • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils

Skills	An ability to: • help teaching staff to achieve their class objectives; • assist children on an individual basis, in small group and whole class work; • explain tasks simply and clearly and foster independence; • supervise children, and adhere to defined behaviour management policies; • accept and respond to authority and supervision; • work with guidance, but under limited supervision; • liaise and communicate effectively with others; • demonstrate good organisational skills; • reflect on and develop professional practice; • remain calm in stressful situations	An ability to: • monitor, record and make basic assessments about individual progress • suggest alternative ways of helping children if they are unable to understand; • describe, in simple terms, the process of behaviour management with children; • identify gaps in their own experience that they need help in filling; • demonstrate the ability to learn and adapt from past experience. • demonstrate experience of supporting children with additional needs.
Personal qualities	• Enjoyment of working with children • Flexibility • 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 • Commitment to safeguarding pupils' 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	

Notes:

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