



POST TITLE:

Teaching Assistant – Level 1

Term Time only plus one week (47 weeks)

Part Time 15 hours

Monday – Friday 10.30am - 13.30pm.

Fixed term contract to 31st August 2026.

GRADE:

Band 4 SCP 6

Closing date for applications: Friday 17th October 2025

Shortlisting: w/c 20th October 2025

Interviews: w/c 3rd November 2025

REPORTING RELATIONSHIP:

The post holder will be a member of a multi-disciplined team, under the leadership and supervision of the Whinfield Principal.

JOB PURPOSE:

To work as part of a team of staff to assist with the education, care, and welfare of children in KS2.

MAIN DUTIES/RESPONSIBILITIES

Duties will include some 1:1 work in Lower KS2 and engaging with the KS2 curriculum.

The post holder will:

Support the children by

1. Attending to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.

2. Carrying out educational activities and programmes of learning whilst promoting independent learning.
3. Working to establish a supportive relationship with the children and parents concerned acting as a role model and being aware of and responding appropriately to individual needs.
4. Encouraging acceptance and inclusion of the children with special needs.
5. Promoting and reinforcing the child's self-esteem and to act independently as appropriate.
6. Supporting pupils in respect of their development.
7. Promoting independence.
8. Preparing and maintain equipment/resources and assist children in their use.
9. Support children to develop in all areas of the curriculum.

Support the teacher to:

1. Preparing and tidying the learning environment and work areas for activities as directed.
2. Leading on the displaying of pupils work as directed.
3. Monitoring the needs and behaviours of individual children and reporting and supporting these as appropriate.
4. Maintaining records of the children's development as required.
5. Providing input with regard to lesson planning and resources for activities.
6. Managing pupil record keeping as requested.
7. Supporting the lead in managing pupil behaviour, reporting difficulties as appropriate.
8. Being aware of pupil progress and achievements and report to the lead as agreed.

Support for the Lower KS2 Curriculum

- Prepare, maintain and use equipment/resources required to meet relevant learning activity and assist pupils in their use.
- Lead on the display and presentation of learning cues and pupils' work inside and outside of the learning environment as required.

- Support pupils to develop in all areas of the curriculum.

Support the school by

1. Being aware of the Trust policies and procedures.
2. Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Contributing to the overall ethos/work/aims of the Trust.
5. Attending relevant meetings as required.
6. Participating in training and other learning activities and performance development as required.
7. Undertaking any other relevant duties commensurate with the grading of the post which from time to time may be required.
8. Carrying out your duties with full regard to the Trust's Equality Policy and Race Equality Scheme.

Complying with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND BARRING SERVICE DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Date: September 2025