



**St Matthew's**  
Church of England Primary School

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## Job Advert - Teaching Assistant including Midday Supervisor

St Matthew's is looking to appoint a capable and proactive teaching assistant to support children's learning in the classroom.

<b>Start date:</b>	ASAP
<b>Closing date:</b>	Thursday, 8 <sup>th</sup> January 2026
<b>Interview date:</b>	W/C 12 <sup>th</sup> January 2026
<b>Salary:</b>  <i>Initial fixed-term contract until 31/08/26, with the possibility of extension or conversion to a permanent position depending on organisational needs.</i>	<b>TA:</b> 30hrs per week / 38.6wks P.A. (term-time) Actual salary (Surrey 3): £17,264  <b>MDS:</b> 2.5hrs per week / 38wks P.A. (term-time) Actual salary (Surrey 1/2): £1,358

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high, encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

### At St Matthew's:

- We are committed to high quality teaching and to excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

### The successful applicant will:

- Be committed to the development of all children in our inclusive church school
- Have the resilience and drive to work to secure the very best outcomes for all our children
- Work with our dedicated staff team to ensure the education, well-being, behaviour and personal development of children enhances their futures

### If interested in joining our hard-working team, we can offer you:

- A well-resourced school set in extensive grounds
- Support and development from the SDBE MAT including a generous staff benefits scheme
- A school committed to wider education including a full extra-curricular programme
- Coaching and bespoke CPD opportunities

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

**Applicants** are expected to be sympathetic to the Christian ethos of the school.  
**St Matthew's** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.  
**All** appointments are subject to a satisfactory enhanced DBS check and references.

An Academy within the

Southwark Diocesan  
Board of Education  
Multi-Academy Trust



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Registered Office 48 Union Street, London SE1 1TD.  
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## Job Description - Teaching Assistant including Midday Supervisor

<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>To support children's learning and development in the classroom and the wider school environment</li> <li>To deliver personalised learning and timetables to children with SEND</li> <li>To assist the teacher with their responsibility for the development and education of all children in the class</li> <li>To support the Mission and Aims of the school and understand and apply school policies</li> <li>To participate in the general life of the school</li> </ul>
<b>Accountable to</b>	Class teacher, Phase Leader, SENCO and Senior Leadership Team.
<b>Duties and responsibilities specific to the post</b>	<p><b>Under the direction of the teacher to:</b></p> <ul style="list-style-type: none"> <li>Supervise learning and play activities inside and outside the classroom</li> <li>Support children with SEND, including those with EHCPs, on a 1:1 basis in the classroom</li> <li>Provide targeted support for children with an EHCP inside and outside of the classroom</li> <li>Assist in the planning and delivery of interventions</li> <li>Discuss with and report to the teacher on the planning and assessment of pupil learning and development</li> <li>Record observations and contribute information towards pupil assessment</li> <li>Organise and maintain a stimulating learning environment</li> </ul>
<b>General Duties of all school staff</b>	<p><b>The post is subject to compliance with:</b></p> <ul style="list-style-type: none"> <li>School policies and guidelines on the curriculum and school organisation and SEN Code of Practice</li> <li>National Curriculum 2014</li> <li>Keeping Children Safe in Education</li> <li>School Safeguarding policy and procedures</li> <li>Encourage appropriate social behaviour</li> <li>Maintain confidentiality inside and outside the workplace</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Support the Christian Ethos of the school</li> <li>Attend collective worship as required</li> <li>Supervise playtimes on a rota basis</li> <li>Participate in staff meetings, INSET activities and parent curriculum event</li> <li>Undertake other such duties as can be reasonably expected</li> </ul>

## Person Specification - Teaching Assistant including Midday Supervisor

	Essential qualities	Desirable qualities
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Keeness to learn</li> <li>Dedication to professional development to support with the role</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development linked to SEND/ASD / British Sign Language</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Successful previous experience working with children (this could be in a voluntary capacity)</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of Teaching Assistant role or Teaching Assistant qualifications</li> </ul>
<b>Knowledge, understanding and skills</b>	<ul style="list-style-type: none"> <li>A high standard of English and Mathematics skills</li> <li>Excellent communication and spoken language skills</li> <li>A positive attitude and willingness to train and develop new skills</li> <li>Evidence of being a team player</li> </ul>	<ul style="list-style-type: none"> <li>Experience and understanding of working with children, including children with Special Educational Needs</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Sympathy with the Christian ethos of the school</li> <li>Self-motivated and hard working</li> <li>Dependable, reliable, with an excellent record of attendance and punctuality</li> <li>Commitment to inclusion &amp; equal opportunities</li> <li>Able to initiate ideas and put them into practice</li> <li>Have a commitment to personal development and take an active part in the appraisal process</li> <li>Evidence of organisational skills, the ability to remain calm under pressure and to meet deadlines</li> <li>Willingness to participate in the wider life of the school</li> <li>Energy, enthusiasm, adaptability and a sense of humour</li> </ul>	
<p><b>We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.</b></p>		