



St. John Fisher R.C. Primary School

Head Teacher: Janine Kenna

Grand Drive, West Wimbledon, SW20 9NA

Tel: 020 8540 2637

Email: school@st-johnfisher.merton.sch.uk

St John Fisher RC Primary School – West Wimbledon

Role	Teaching and Learning Assistant (Early Years)
Contract	Fixed term until 16 July 2027
Start date	ASAP
Hours	33.75 hours per week, 38 weeks per year - 08:15–15:30, Monday to Friday
Salary	ME4, point 3 (£23,376 pro-rated salary) – monthly gross amount £1,948
Closing date	23:59 pm Sunday 18 October 2026
Interview week	The week of Monday 19 October 2026
How to apply	Complete the St John Fisher application form, and pre-employment forms, and email them to school@st-johnfisher.merton.sch.uk by the closing date 23:59pm Sunday 18 October 2026

About the role

St John Fisher RC Primary School is looking for a Teaching and Learning Assistant to join our thriving Early Years Foundation Stage team. We are seeking someone who is passionate about children's early learning and emotional wellbeing to work alongside our experienced teaching staff.

You will support all pupils to fully access teaching and learning and reach their potential. This will include working with individuals and small groups, both in and outside the classroom, under the direction of the Class Teacher and Inclusion Manager.

We are looking for someone who has:

- Enthusiasm and determination to make a difference to pupil progress
- Previous experience of working with children in the Early Years
- Experience of working with children with SEND
- A commitment to supporting vulnerable children
- A passion for meeting children's individual learning needs
- Good English and Mathematics skills, and a good standard of spoken English
- Strong communication skills and a caring, flexible and approachable manner as part of a team

About our school

St John Fisher is a popular and welcoming two-form entry Catholic primary school on the outskirts of Wimbledon. We are part of a thriving local and parish community and enjoy high levels of parental support. Our pupils show excellent attitudes and behaviour, and our staff team is committed and supportive. All of this makes St John Fisher a popular, high-quality place to learn.

Visits

Visits to the school are warmly welcomed by prior arrangement with the Headteacher or Inclusion Manager. Please contact the school office to arrange.

Safeguarding and equal opportunities

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The role is subject to an enhanced DBS check, and applicants must provide proof



of identity and right to work in the UK. We welcome applications from all sections of the community and are committed to equality of opportunity for all applicants and employees.

Job description

Teaching and Learning Assistant (Early Years)

Grade: ME4

Job purpose

To support children's learning, care and development in the Early Years Foundation Stage, through play-based learning, classroom support and targeted interventions.

Reporting to

The Headteacher, who provides guidance on school policy and practice. In the classroom, the TLA works under the direction of the class teacher and in liaison with the Inclusion Manager.

Main duties

Teaching and learning

- Support pupils' learning and social development under the direction of the class teacher and Inclusion Team.
- Work with individuals and small groups, both in and outside the classroom.
- Deliver planned interventions and adapt activities to how pupils respond.
- Support pupils with SEND, including following individual support plans.
- Encourage independence, confidence and self-esteem.
- Support pupils' emotional wellbeing and help develop their social skills.
- Support positive behaviour in line with the school's behaviour policy.
- Contribute to pupil records by sharing observations, interventions and progress towards targets.
- Give regular feedback to the class teacher on pupils' progress and needs.
- Work with other professionals, such as speech and language therapists and occupational therapists, as needed.

Early Years

- Understand and work within the statutory EYFS Framework.
- Act as a key person for a group of children, getting to know their needs and building strong relationships with them and their families.
- Observe children's learning and development, record observations, and help identify next steps.
- Contribute to EYFS assessment, including the Reception Baseline and the Early Years Foundation Stage Profile.
- Support early language, communication and phonics through play, small-group work and daily routines.
- Help plan and set up a stimulating indoor and outdoor learning environment.
- Share information with parents and carers at drop-off and pick-up, as directed by the class teacher.

Pupil care and supervision

- Help supervise children safely, including at the start and end of the school day, at playtimes and on educational visits.
- Attend to pupils' personal care needs, including intimate care where required, in line with school policy.



- Support pupils with medical needs and administer basic first aid, if trained.

Classroom support

- Help with planning and preparing resources.
- Set up and clear away activities, and help with displays of pupils' work.
- Keep classrooms and resources tidy, safe and well organised.

Cover and flexibility

- Cover for other teaching assistants during absence, including in other classes or year groups.
- Work in other classes or areas of the school when required to meet pupils' needs.
- Supervise the class for short periods in the teacher's temporary absence, following work set by the teacher.
- Adjust working patterns within contracted hours to meet the needs of the school.

Professional standards

- Support the school's mission and Catholic ethos.
- Be proactive in safeguarding and promoting the welfare of all pupils, in line with Keeping Children Safe in Education and the school's child protection policy.
- Maintain confidentiality and follow data protection requirements.
- Follow school policies, including the staff code of conduct and health and safety procedures.
- Build positive, professional relationships with colleagues, parents and carers.
- Set a good example in conduct, punctuality and attendance.
- Take part in training, appraisal and relevant meetings.

Other duties

The postholder may be asked to carry out other reasonable duties appropriate to the grade and nature of the role, as directed by the Headteacher or Inclusion Manager.

This job description sets out the main duties of the role at the time of writing. It may be reviewed and amended in consultation with the postholder, without changing the level of responsibility.

Person Specification: Teaching and Learning Assistant

Qualifications, experience, skills and knowledge	Requirements
An understanding of child development which may have been gained through formal qualifications or other relevant experiences.	E
Display a calm 'can do' attitude with a flexible and adaptable approach to work	E
Good literacy and numeracy skills with a high standard of oral and written English.	E
Skills and expertise in understanding the needs of all pupils and adapting and delivering the appropriate support.	E
Ability to build effective working relationships with both pupils and adults.	E

Knowledge of and commitment to following guidance and requirements around safeguarding children.	E
Personal Qualities	Requirements
Enjoyment of working with children.	E
Sensitivity and understanding to help build positive relationships with pupils.	E
Punctual, organised with good time management skills.	E
Commitment to maintaining confidentiality at all times.	E
Commitment to equal opportunities and equal value for students and colleagues.	E
A commitment to getting the best outcome for all pupils and promoting the ethos and values of the school.	E
Commitment to own personal development. Being prepared to undertake training relevant to the post.	E
Qualifications, experience, skills and knowledge	Requirements
Training in and experience of delivering formal speech and language programmes with pupils e.g. ELKLAN or other recognised training.	E
Training in and experience of delivering formal emotional literacy/nurture programmes with pupils e.g. ELSA or other recognised training.	E
Training in and experience of strategies, resources and interventions to support pupils with specific needs e.g. ASD/ADHD, SLCN, SEMH, Down syndrome	E
Coordinating and delivering First Aid to pupils.	E