



Vacancy Position

Teaching Assistant

Fixed term for 1 year



Location

Hamstel Infant School & Nursery, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

Salary

Salary Range: Level 4, Points 4 to 7 £24,404 to £25,584 pro rata per annum (equates to £16,074 – £16,851 actual salary)

Hours of work

28 hours and 45 mins (28.75 hours) per week, 8.30am to 3.15pm (with 1 hour unpaid break) term time only

Start Date

1st September 2025

About the Role

We are looking to appoint a Teaching Assistant for our large Infant and Nursery school. Hamstel Infant School and Nursery prides itself on being a child focused, caring, inclusive community; one in which all members views are valued. We are proud to be held in high esteem by our families and the local community and wish to share this valued position with the right candidate.

The successful applicant will have significant experience of working in a school classroom environment. This position would be ideal for a graduate looking to enter the teaching profession as it would provide invaluable experience of working with children. We are an inclusive nurturing school with excellent facilities for Outdoor Learning and lots of opportunities for enrichment activities around our local area.

The main scope of the job will be:

- Maintain a positive working relationship with the class teacher and other supporting adults.
- Establish positive relationships with supported pupils and the class in general.
- Assist in the educational and social development of pupils individually or in groups under the direction and guidance of the Principal, inclusion team and class teachers.
- Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress.
- Promote the inclusion and acceptance of children with special needs within the classroom.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Provide suitable feedback to pupils under the guidance of the teacher.
- Arrange / provide resources for lessons / activities under the direction of the teacher.
- Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining pupil records.

- Support pupils with emotional or behavioural problems and help develop their social skills.
- Attending to pupils' personal needs including help with social, welfare and health matters including first aid.
- Assist with the development, implementation and monitoring of ISP's
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break times when the post holder should facilitate games and activities.
- To assist with escorting pupils in educational visits.
- To respect confidentiality at all times.
- Attend relevant school meetings as required.

Information about the School

At Hamstel Infant School and Nursery there is always a warm welcome awaiting you in an environment that is both happy and safe. Our special values are 'We Care...' and this is fundamental to everyone and everything we do. Our school is an inclusive, caring and vibrant educational learning space that has grown to four forms of entry with a Nursery of 48 full-time equivalent places.

We have a fabulous team of committed and enthusiastic staff, all of whom are supported by the excellent resources we have on a spacious site, with well-resourced facilities and the expertise to provide your child with unique opportunities for learning. We have a large team of highly dedicated infant specialists who are committed to guiding the children's learning and development to enable them to reach their full potential. Our team uses our whole school expectations and values, along with a nurturing approach, to guide children with their personal and social skills in order to prepare them for life-long learning.

We are a very inclusive school and pride ourselves in treating every child and family as individuals. We encourage all our children to achieve their best and grow into thoughtful, kind and considerate members of the school community and society as a whole. We take great pride in sharing our school's many achievements and special awards to advance our skills and support others too

Closing Date: Friday 20th June 2025

Interviews: 24th/25th/26th June 2025

For further details or an application pack (if you are unable to download these from the website), please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB. Telephone: 01702 987890, Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form, Teaching Assistant Job Description & Teaching Assistant Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk