

Hurst EDUCATION TRUST

ALBOURNE C.E. SCHOOL

Appointment of Teaching Assistant

From January 2027



The Albourne Way

Living life to the full

We proudly say… The Albourne Way,
a place where children thrive each day.
Where kindness matters, friendships grow,
and every child has chance to glow.

You'll help our children learn and thrive,
building confidence and helping them strive.
You'll listen, encourage, guide and inspire,
helping young minds reach higher and higher.
With patience and kindness, you'll lend a hand,
helping each child learn and understand.

You'll celebrate progress, however small,
and believe in the potential of one and all.
We're looking for someone caring and keen,
a positive presence within our team.

Adaptable, enthusiastic, ready to play your part,
with patience, warmth and a generous heart.
If you believe every child can succeed,
and can give them the support and encouragement they need,
then we'd love to hear from you today
and welcome you to **The Albourne Way**.

Are you a caring, enthusiastic and dedicated Teaching Assistant who is passionate about helping children flourish and bringing The Albourne Way to life every day?

We are looking for:

Our ideal Teaching Assistant will be:

- Kind, enthusiastic and endlessly encouraging.
- Passionate about helping children become confident, independent and successful learners.
- Skilled at supporting children with a range of needs and abilities.
- Patient, flexible and ready to find creative ways to help children flourish.
- A positive team player who enjoys being fully involved in school life.
- Committed to safeguarding, inclusion and the wellbeing of every child.
- Ready to embrace our ethos and bring The Albourne Way to life every day.

We can offer you:

- A lovely working atmosphere
- An innovative school
- A welcoming and supportive Albourne Family
- Cheerful and motivated pupils who thrive in their learning environment
- A dedicated and passionate staff team committed to Supportive professional development opportunities
- Ongoing support and guidance from Hurst Education Trust, our multi-academy trust
- A proactive and collaborative governing body providing a thoughtful balance of support and challenge.





Purpose of the job:

- The Teaching Assistant plays a vital role in supporting pupils' learning, wellbeing and personal development. Working under the direction of the class teacher and school leaders, the Teaching Assistant helps to create a positive, inclusive and stimulating learning environment where all children can thrive.
- The postholder will support the delivery of high-quality teaching and learning, provide targeted assistance to individuals and groups of pupils, and contribute to the social, emotional and academic progress of every child. They will work collaboratively with staff, families and external agencies where appropriate, helping pupils to develop confidence, independence, resilience and a love of learning.
- Through their daily interactions, the Teaching Assistant will uphold the school's values and expectations, promote safeguarding and welfare, and contribute positively to the wider life of the school community.

Salary: Rate of pay: Grade 3 £25,185.00 FTE salary = £17,216.72

Hours: Hours of Work: 8.45 am to 3.25 pm Monday to Friday (30.5 hours a week) term time only.

Contract: Full time

Reports to: The Headteacher

Duties and responsibilities

Role and Responsibilities

- Providing learning activities for individuals under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of the pupils
- Assessing, recording and reporting on development, progress and attainment as agreed with the teacher
- Monitoring and recording pupils' responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher
- Selecting and adapting appropriate resources/methods to facilitate agreed learning activities
- Supporting pupils with social and emotional well-being, reporting problems to the teacher as appropriate
- Teaching Assistants in this role may also undertake some or all of the following:
- Establish and maintain relationships with the family and other adults, e.g. speech therapists
- Escort and supervise pupils on educational and out of school activities
- Guide and support pupils in their personal, emotional and social development.

Qualifications

- Good general education to GCSE level (Maths & English Grade C or above)
- NVQ3, or equivalent, in Teaching and Learning
- Current First Aid qualification (desirable)

Experience

- Experience of working both under direction and using own initiative, as appropriate
- Experience of working with children with individual needs
- Knowledge of the key aspects that affect the development of children's learning
- Experience of working with children in KS1 and KS2
- Read, Write, Inc Phonics trained (desirable)

Competencies/Skills

- The ability to keep and regularly update records of activities undertaken and outcomes in order to inform the class teacher.
- Excellent common sense and judgement.
- Able to communicate effectively with children, parents and staff
- Able to display children's work effectively both within and outside the classroom
- The ability to work with ICT
- Ability to implement effective behaviour management strategies
- Able to follow all safeguarding procedures
- The ability to tailor the learning to address the current needs of the children
- Ability to lead small group interventions
- Able to assess through observations
- Able to plan designated classroom areas in order to create a stimulating learning environment
- Driving Essential
- Love of cooking (desirable)



Hurst Education Trust

The Hurst Education Trust (HET) is a Multi-Academy Trust set up by Hurstpierpoint College in collaboration with the Diocese of Chichester. It exists to provide a unique offer to local schools in the Mid Sussex area.

Academic excellence is the foundation of a Hurst education, because we believe it opens doors to the future. Therefore, every child is challenged and supported along the way in our friendly and warm community.

We are ambitious for each of our pupils and who they can become, and we encourage each pupil to engage and enjoy all aspects of school life.

We want our pupils to learn the importance of certain values: a sense of duty, an awareness of right and wrong and a respect for others. We want pupils to be ambitious with a clear sense of purpose, to acquire a balanced view of life and develop into independent, mature individuals.

Schools who are part of the Hurst Education Trust receive a high-quality education support package focused on the “Good to Outstanding” journey and access to Hurst College’s facilities, including sports and academic provision together with specialist facilities including the theatre, farm and chapel. Importantly, schools retain their individuality, including their name, uniform and curriculum.

The Trust and its schools are open, welcoming and inclusive, embracing pupils of all faiths and none, committed to the flourishing of all of its pupils

Diversity will be celebrated and equal opportunities available to all. It is our belief that there are core common values universally recognised across faith boundaries, dignity, compassion, the removal of disadvantage and discrimination, empathy and encouragement which help foster and create a positive school environment in which all individuals can thrive and grow.

As ever

Tim Manly
CEO Hurst Education Trust

www.hurst.education

Apply

The application process

Please read the job description and person specification carefully and address the criteria when completing the HET application form. Please detail where you feel your expertise lies across the primary phase and where you feel you can show greatest impact. We do not accept CVs.

Closing date: 11th December 2026- 9:00am

Any questions can be directed to the Headteacher, Ms Fiona Keeling, via the office: office@albournecep.co.uk

Interviews

If invited to interview, please bring photocopies of the following documents with you:

- Current Criminal Disclosure Certificate (CRB/DBS)
- P60/P45
- Birth Certificate/Marriage Certificate
- Driving License
- Original proof (certificates) of qualifications
- A utility bill as proof of address (less than 2 months old)
- A bank or building society statement (less than 2 months old)

Data held for candidates who are not appointed will be shredded following the interviews.

Appointments are subject to satisfactory references, and we will be taking these up **immediately** following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current Headteacher. Please note that we are only able to offer general feedback to candidates who are not appointed.

Medical Examination / Online Check

The successful candidate will be required to complete an online medical questionnaire and may be required to attend a medical examination. Also, a check of social media presence will be carried out.





Criminal Record Checks

The successful applicant will be asked to complete an online enhanced DBS disclosure application requesting personal information in a number of areas. An offer of appointment will be subject to satisfactory DBS clearance.

Appointment

The successful candidate will be appointed from **January 2027**.

Safeguarding and equal opportunities

Albourne C of E Primary School and the Hurst Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the pre-employment medical questionnaire, relevant original ID documentation and examination certificates.

The Trust understands that a robust, fair and transparent recruitment and selection policy plays a central role in achieving this aim.

Albourne Church of England Primary School

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Hurst Education Trust

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