

St. John's CE Primary School, Part of Aquinas

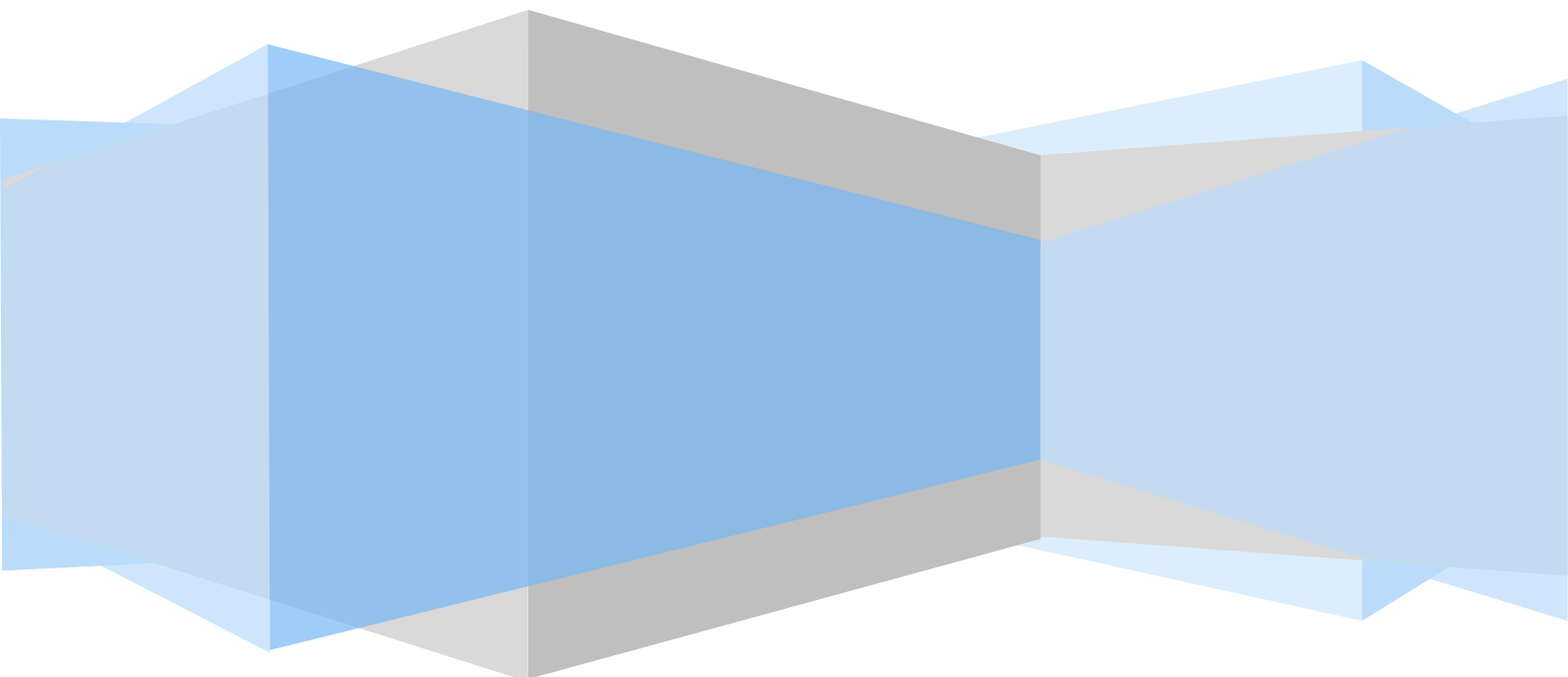
www.stjohnsbromley.co.uk

www.aquinastrust.org

Application Pack

Teaching Assistant and Play Leader

Required: ASAP



Aiming for excellence with God as our guide.



Teaching Assistant and Play Leader

St. John's Church of England Primary School is seeking to appoint a dedicated and enthusiastic Teaching Assistant to join our supportive and experienced team. This is a part-time position, with the successful candidate working as a Teaching Assistant on Fridays and as a Play Leader from Monday to Thursday, 12.00pm–1.00pm.

This is an excellent opportunity for an experienced Teaching Assistant or for someone who is passionate about supporting children and improving their educational experiences and wider wellbeing. The successful candidate will work alongside an experienced and supportive team who are committed to ensuring that every pupil feels safe, valued and able to thrive.

As part of the role, the successful candidate will also take on Play Leader responsibilities, helping to ensure the safety, welfare and positive behaviour of pupils during the lunchtime period. The Play Leader will contribute to creating a safe, happy and engaging environment where children can enjoy their lunchtime and develop positive relationships with their peers.

OUR IDEAL CANDIDATE WILL:

- Have experience working with children in particular Early Years;
- Knowledge and understanding of how to support children and aid their development;
- An ability to deploy strategies to allow learners to engage with the curriculum creatively;
- Very good numeracy/literacy skills;
- NVQ3 Teaching Assistant Course (desirable) or equivalent qualification or experience;
- Want to work as part of a hardworking, dedicated and cohesive team;
- Have a friendly, helpful, caring and flexible approach.
- Have good interpersonal skills
- Have experience of establishing positive relationships with children
- Have an enthusiasm for and an active interest in children's welfare and play
- Engage pupils in purposeful activity during the lunchtime (during both good weather and 'wet' lunchtimes)
- Good behaviour management
- Be able to use their initiative and be open to new ideas

WHAT WE OFFER

- a happy community committed to providing the best education for our pupils built upon a strong sense of belonging and mutual respect, giving our children the encouragement to flourish and succeed.
- professional development of all colleagues.
- a distinctive local context ensuring we place inclusivity at the heart of all we do.
- a skilled and experienced team of professionals.
- a full-time teaching assistant in every class, plus experienced Learning Mentors for specialist support

St. John's is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

- Closing date for applications: **Sunday 1st November 2026 - midnight**
We reserve the right to withdraw this advertisement at any time

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **As and when successful applications are received**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **ASAP**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org. Alternatively, submit your application to the HR Director, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview. Please note that we reserve the right to close a recruitment process early at any time.

RETENTION OF INFORMATION

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.



OVERVIEW

DETAILS

Job Title:	Teaching Assistant / Play Leader
Grade:	Aquinas A3.7 (Full time salary £27,649.00 p.a.)
Actual Pro Rata Salary:	£6,524.38 p.a.
Hours:	Mon-Fri, 9 hours 55 minutes per week, Monday to Friday as follows: - Mon to Thurs 12pm-1pm - Fri 8:40am – 3:20pm (including unpaid break: 15 mins between 10:45am - 11:00am and 30mins between 12:00 - 1:00pm)
Weeks:	39 weeks per year
Contract:	Permanent
Reports to:	Teacher, Senior Leadership Team and Headteacher

MAIN PURPOSE OF THE JOB:

The main purpose of the role is to:

- Support the teacher in the classroom and in preparation for lessons.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Provide extra support for pupils with English as an additional language.
- Help secure the safety, welfare and good conduct of pupils during the lunchtime break period.

The following list of responsibilities and duties are not exhaustive.

DUTIES AND RESPONSIBILITIES

Play Leader

- Supervise conduct of pupils, ensuring safe and orderly conduct within and outside the premises and help pupils play/other areas who may require assistance.
- Taking responsibility for ensuring safe, happy lunchtimes for the pupils in the school by engaging in play activities
- Promote and ensure school rules regarding games allowed are met and that health and safety procedures are maintained.
- Assist with daily decisions on areas for pupil use, e.g. wet lunchtimes.
- Be familiar with safe use of outdoor equipment.
- Be aware of the school's policies on Accidents, Behaviour, Play, Health & Safety, Inclusion etc and to incorporate these into everyday practice.

Support for Pupils

- Use specialist (curricular/learning) skills / training/ experience to support pupils.
- Assist with the development and implementations of provision maps
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusions and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.



- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for Teachers

- Work with the teacher to establish an appropriate learning environment.
- Familiarise yourself with and follow the teacher's lesson planning and communicate with the teacher regarding progress.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour. Demonstrate compassion and positivity at all times.
- Liaise sensitively and effectively with parents/ carers as directed by the teacher within your role/ responsibility and participate in feedback sessions / meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/admin support.

Support for Curriculum

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses /needs.
- Implement literacy and numeracy interventions as directed and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment resources.

Support for the School

- Awareness of the school's educational and behavioural policies for developing pupils.
- Work within predetermined guidance, policies, procedures and teachers' guidance.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to the appropriate person as agreed.
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the work of other professionals.
- Participate in training and other learning activities and performance development as Other



Resources

- To create and maintain a working area that is a pleasant, tidy and well organised working environment.
- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the class teacher and/or Head teacher as appropriate.

Other Duties

- to attend meetings and training sessions as required.
- to work in support of whole school development plans.
- to take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
- undertake any other duties commensurate with the level of the post, as required.

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



PERSON SPECIFICATION

TEACHING ASSISTANT/ PLAY LEADER

Attributes	Description	Essential/ Desirable
Qualifications	Basic Skills qualification (numeracy/literacy skills)	E
	NVQ 3 in teaching assistant or equivalent qualification or experience.	E
	Safeguarding Training (<i>training can be provided once in post</i>)	E
	First aid training/training in specific medical procedures as appropriate	D
	Positive Handling training	D
Experience and Relevant Knowledge	Experience of working with children of relevant age	E
	Experience of working with children with SEN	D
	Experience of working with pupils with challenging behaviour	D
	A working knowledge of the national curriculum	E
	An understanding of principles of child development and learning processes	E
	An understanding of the school's procedures relating to first aid, medical emergencies and safeguarding.	E
	An understanding of school's behaviour management and equality policies.	E
Skills and Abilities	An understanding of school roles and responsibilities and own position within these.	E
	Ability to work well with children and adults	E
	Ability to work closely as part of a team to develop good relationships and make an effective contribution to high morale.	E
	Ability to use effective strategies for managing and promoting good behaviour	E
	Ability to contribute to the school's ethos and promote the school's aims positively.	E
	Ability to relate to and communicate effectively with other staff members	E
	Ability to use ICT effectively to support learning	E



HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you, if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	X
Exposure to blood /body fluids	X

