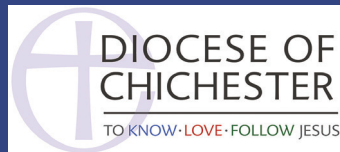




**Hurst**  
EDUCATION TRUST



Appointment of **Teaching Assistant**  
**From September 2026** | Candidate information



## School overview

Ditchling (St Margaret's) CE Primary and Nursery School is a village primary with 244 children on roll, aged 2–11 years, currently organised across seven classes plus the Nursery.

We are a vibrant, caring and inclusive school. We pride ourselves on our friendly, welcoming atmosphere where children are happy, well-adjusted and challenged.

Within our community, all children and adults feel valued and are able to grow and learn in a supportive environment enriched by the Christian ethos of the school, giving everyone the opportunity to achieve the highest standards and be the best they can be.

Our vision is based on John 10:10 *"I have come that they may have life, and have it to the full."* Therefore, alongside ensuring all our children receive a high-quality academic education, by providing rich and stimulating opportunities, both within and outside of the curriculum, we are committed to enabling all of our children to develop as rounded individuals, with self-confidence and a developed sense of responsibility for themselves and others.

Ditchling (St Margaret's) is proud of its reputation for providing a safe and nurturing environment where each child reaches their full potential in their learning journey towards adulthood, celebrating all their achievements along the way, however big or small.

We are part of the Hurst Education Trust. As members of the Trust our children have access to the considerable facilities of Hurst College and our staff have access to a wide range of CPD opportunities with the College. We have, and continue to develop, strong collaborative links with the other Trust schools.

Please visit our website to find out more:  
[www.ditchlingprimary.co.uk](http://www.ditchlingprimary.co.uk)



# 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 HET 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](http://www.hurst.education)



### **School**

Ditchling (St Margaret's) CE Primary and Nursery School

### **Post**

Teaching Assistant  
Permanent

Part-time and full-time positions available

### **Days**

Full-time: Monday – Friday

Part-time: Wednesday – Friday

Role includes break and lunch duties

### **Start Date**

September 2026

### **Salary**

Dependent on experience

# Duties and responsibilities

## **Main purpose**

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

## **Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment

- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

## **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers



- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

#### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

#### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

#### **Other areas of responsibility:**

##### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

*The TA will be required to follow school policies and the staff code of conduct.*

*Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.*

# Person Specification



Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> <li>Experience working with children/young people</li> <li>Experience planning and delivering learning activities</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Skills and expertise in understanding the needs of all pupils</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>Excellent verbal communication skills</li> <li>Active listening skills</li> <li>The ability to remain calm in stressful situations</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Enjoyment of working with children</li> <li>Sensitivity and understanding, to help build good relationships with pupils</li> <li>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding pupil's wellbeing and equality</li> <li>Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>Capacity to inspire, motivate and challenge children and young people</li> </ul>



# Apply

## The application process

Prospective candidates are encouraged to make contact to discuss the role.

Visits to the School are warmly welcomed and highly recommended. If you would like to see the School or discuss the post prior to application, then please contact the school on **01273 844130**.

Interested candidates should submit a covering letter and completed application form to **Nikki Elliott, Headteacher** at [office@ditchlingsch.co.uk](mailto:office@ditchlingsch.co.uk)

The closing date for applications is:  
**Friday 26th June 2026, 9.00am**

Interviews will be held on:

**Friday 3rd July 2026**

## Safeguarding and equal opportunities

Hurst Education Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers 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.

## Terms and conditions

National School Teachers' Pay and Conditions apply.

## Ditchling (St Margaret's) CE Primary and Nursery School

Lewes Road, Ditchling, East Sussex BN6 8TU

## Hurst Education Trust

College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS



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Hurst Education Trust, College Lane, Hurstpierpoint, Hassocks, West Sussex, BN6 9JS