

Teaching Assistant

Application Pack



September 2025

Dear Applicant,

Welcome and thanks for your interest in our school. We are thrilled that you are considering joining our school team

We are seeking to appoint an enthusiastic, motivated Teaching Assistant to join a supportive team of professionals. The successful candidates will understand the importance of contributing to the vision and the future achievements of Fieldhead Carr Primary School.

From this process we are looking for someone who has the child at the heart of all they do. We have a have a socially diverse intake and so our staff need to be skilled in understanding that the life of each child is different

We would welcome those interested to come and have a look at the setting. To make a 1-1 appointment please contact my Business Manager sbm@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

*Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. The details of DBS Code of Conduct can be found here:* [*https://www.gov.uk/government/publications/dbs-code-of-practice*](https://www.gov.uk/government/publications/dbs-code-of-practice)

*We promote diversity and want a workforce which reflect the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.*

*Please see the policy statement on the recruitment of ex-offenders.*

We look forward to receiving your application.

Best wishes

Mrs J Murphy

Head Teacher

**The Role**

FHC School is a 2FE place school with a nursery based in Whinmoor, Leeds.

Our provision begins at 3yrs old and children stay with us until they transition onto high school at 11yrs old. We are a nurturing setting and have a reputation for providing first-class child care.

We are looking for someone who could work alongside the class teacher to support children’s learning.

If you are a cheerful and inspiring Practitioner with a good knowledge of a teaching assistant role, have a big smile, nurturing and caring personality, are organised, patient and hardworking with a “can do” attitude you are probably exactly what we are looking for to join our wonderful team.

**We are looking for someone who is:**

* Fully committed to all aspects of Safeguarding and Child Protection
* Relentlessly determined to make a real difference to the lives of all our children by:

Being an advocate for the child.

Being willing to work closely with the wider team of support where necessary.

Being enthusiastic and willing

**What we can offer:**

* Full induction with on-going mentoring
* A school with the drive and determination to make a difference in the lives of the children it serves
* CPD opportunities within our school and the local Family of Schools to help you grow as a professional
* A supportive, dedicated and dynamic staff team offering high quality professional learning opportunities

**B1-B3 salary depending on experience. £17,749 -£19,800 actual term time only salary**

**Fieldhead Carr Primary School Job Description**

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| **Post Title**Teaching Assistant  | GRADEB1-B3 (depending on experience) |  |

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| **Post(s) to which directly responsible**Immediate line manager |

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| **Purpose of job** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. |

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| Responsibilities Safeguarding ResponsibilitiesAll staff have a duty to safeguard and promote the welfare of children and young people. This includes being vigilant, identifying and reporting concerns, and following the organisation’s safeguarding policies and procedures at all times. Staff are expected to actively contribute to a culture of safeguarding and to undertake relevant training as required.To attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters To supervise and support pupils ensuring their safety and access to learning To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs. To promote the inclusion and acceptance of all pupils To encourage pupils to interact with others and engage in activities led by the teacher To encourage pupils to act independently as appropriate To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil’s work. To be aware of pupil problems/progress/achievements and report to the teacher as agreed. To undertake pupil record keeping as requested To support the teacher in managing pupil behaviour, reporting difficulties as appropriate To gather/report information from/to parents/carers as directed To provide clerical/admin. support - photocopying, typing, filing, collecting money etc. To support pupils to understand instructions To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacherTo support pupils in using basic ICT as directed To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To contribute to the overall ethos/work/aims of the school To appreciate and support the role of other professionals To attend relevant meetings as required To participate in training and other learning activities and performance development as required. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes. To accompany teaching staff and pupils on visits, trips and out of school activities as required. To ensure promotion and support of Equal Opportunities and Health & Safety To undertake any other duties that are commensurate with the post |

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| **Relationships**The postholder will be required to work flexibly to deliver an efficient Service. There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers |

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| Physical ConditionsThe post is currently based at Fieldhead Carr Primary SchoolThe school has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request**Special Requirements**There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of children and equipment required.This post is subject to an enhanced Disclose and Barring Service check.The school operates a non-smoking policy. |
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| Grade: |  B1 – B3   |
| Annual Leave: |

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|  Term time only  |

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| Hours: |  **31hrs** hours per week –  Mon-Fri 8.45-3.20pm plus 2 morning staff meetings |
| Conditions of Service: |  NJC Conditions apply |

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| **Prospects****Promotion**Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.**Training**The school encourages training both “in-house” and external to meet the needs of the individual and of the Service. |

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| **Job Description Prepared / Reviewed by:** |  | **Date:** |  |
| **Job Description Approved by:** |  | **Date:** |  |

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

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| SKILLS | Ess | Des | MOA |
| Good numeracy/literacy skills | \* |  | A & I |
| Able to use a range of office equipment (e.g. printers, photocopiers, fax). | \* |  | A & I |
| Ability to relate well to children and adults | \* |  | A & I |

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| KNOWLEDGE/QUALIFICATIONS/TRAINING | Ess | Des | MOA |
| Working with or caring for children of relevant age | \* |  | A & I |
| Appropriate knowledge of first aid |  | \* | A  |
| Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these |  | \* | A & I |
| Participate in development and training opportunities | \* |  | A & I |
| Completion of DfES Teacher Assistant Induction Programme |  | \* | A & C |

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| EXPERIENCE | Ess | Des | MOA |
| Experience of dealing with queries from a wide range of people | \* |  | A & I |
| Experience in the use of the Microsoft package | \* |  | A & I |

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| BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS | Ess | Des | MOA |
| Willing to abide by the Council’s Equal Opportunities Policy in the duties of the post, and as an employee of the Council. | \* |  | I |
| Willing to carry out all duties having regard to an employee’s responsibility under the Council’s Health and Safety Policies | \* |  | I |
| To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives | \* |  | I |
| An ability to respect sensitive and confidential work. | \* |  | I |
| Commitment to own personal development and learning. | \* |  | I |

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| METHOD OF ASSESSMENT(MOA) | A = Application FormT = TestI = InterviewC = Certificate |