

# William Lilley Infant & Nursery School



We were nominated in



The SEND Awards  
2019



## Grade 3 Teaching Assistant Information Pack

# Welcome to our school



Dear Candidate

On behalf of William Lilley Infant & Nursery School thank you for showing an interest our school.

We have put together this pack to give you some key information about our school and priorities, as well as to provide the job description and person specification. We hope that after reading it you will be inspired to apply for the role.

William Lilley is a friendly, open and nurturing Infant and Nursery school in the heart of the Stapleford community. Our reputation for supporting the learning, development and wellbeing of every child, recognises individuality and celebrates every achievement enabling our young children to blossom in their first years of schooling. This is an exciting time to be joining our school. We are looking for suitable candidates who can contribute to the life of our school in overseeing and supporting our children during the lunchtime period.

We would like to invite you to join a tour of the school. This can be arranged by contacting the school office on [jjenkins@williamlilley.notts.sch.uk](mailto:jjenkins@williamlilley.notts.sch.uk) or calling 0115 9179277.

I look forward to meeting you soon.

Warmest regards,

*Sally Beardsley*

**Sally Beardsley**

**Head Teacher**

# About William Lilley

## General Information

William Lilley Infant and Nursery School is situated in a suburban environment on the South Western outskirts of the City of Nottingham in the town of Stapleford. We have an excellent reputation for being nurturing and supportive of the whole family; ensuring children thrive. Our vision recognises this as;

**“We are a nurturing, inspirational family who are determined to succeed.”**

We have a 39 place nursery provision alongside two classes in our Reception unit and three mixed year 1 and 2 classes across Key Stage 1, with a maximum of 45 children within each cohort. Families tend to stay within the area and many children who attend are third generation White British. However, we are having increasing numbers of children from a range of ethnic backgrounds and with English as an Additional language. We celebrate diversity through our curriculum and encourage families to share their cultures.

William Lilley has a slightly higher than average number of children in receipt of Pupil premium funding and children with SEND. Our children with SEND generally have more significant needs. We support these children with bespoke interventions and support.

## Our School Premises

The School, which dates back to 1894, is situated on Halls Road and is a large, well maintained, Victorian building. Three Key Stage One Classrooms open off a large central hall, used for a variety of purposes. In addition, we also have a sensory room, an extensive library (Owl Barn) and The Nest, a dedicated ‘break-out’ classroom used for interventions and small group work.

The grounds to our school are attractive and spacious and includes a large EYFS area, playing field, sensory garden, Forest Schools area, Gardening plot and a recently refurbished hard playground area with trim trail, instruments, pirate ship and football pitch.

Our Early Years Foundation stage incorporates a Nursery and Reception classes. Both of which have direct access to an excellent outdoor ‘green’ space, with trees, child initiated resource sheds, mud kitchen, balance area and covered areas.



## Our Values

Central to everything we do at William Lilley is our mission statement:

"We are a nurturing, inspirational family who are determined to succeed"

This principle forms the spine of our school values and ethos that have been developed in collaboration with pupils and staff, whilst also driving our core values of our school curriculum.

## Our Staffing Structure

Our Senior Leadership Team consists of a Head Teacher, Deputy Head Teacher, EYFS Lead and Business Manager.

There are 5 teachers, including the leadership team. In addition to class teachers we have 8 teaching assistants (full and part time) working across the school and Nursery supporting our SEN children and for general intervention support. We also have one part time Administration Assistant in our school office, alongside a part-time Pastoral Support Administration Assistant. Our lunchtime team consists of 4 MDSAs and a play worker. We have a popular school led breakfast and afterschool club.

A Sports Coach is employed one day per week to assist with the delivery of the PE curriculum with KS1 pupils.

## Our Pupils

Pupils at William Lilley are amazing, they have a love of school and their standards of behaviour are high.

Our latest Ofsted report noted that,

"the friendly, caring ethos ensures that pupils enjoy coming to school."

"...all pupils are engaged and motivated."



## Our Parent Community

Governors recently conducted a parent survey and responses were overwhelmingly positive, with the school outperforming all national benchmarks for parental satisfaction. From the questionnaire we know that parents feel the following to be particular strengths of the school:

- The caring, nurturing relationships we have with pupils
- Encouraging children to be the best they can be
- Our wide and exciting curriculum
- Welcoming and friendly atmosphere
- Our child centred approach to learning

Parents are regularly invited into school, for a range of activities and events which include half termly information mornings and parent learning groups such as family SEAL and SHARE. Our very successful 'Read with Me' mornings are well attended. Our support of children and their families is exceptional, with each member of staff building secure relationships with parents and carers in order to work in partnership.

As stated in their report, parents told Ofsted, "they appreciate the opportunities provided to enable them to be involved in their children's learning, such as coming into the classroom and reading with their children at the beginning of the school day."



## Curriculum

The school offers a broad, varied curriculum through engaging topics. We have a strong emphasis on learning behaviours and support the children to develop a growth mind-set; recognising that they can achieve whatever they aim to through our 'Can't do it...yet' approach. This is underpinned by our behaviour principles which support children to be PROUD - Polite, Respectful, Organised, Understanding and Determined.

Children's learning is seen as a continuous 'journey' with key knowledge progressing through the school. We have high expectation of our children and support them to excel. The midday team are an integral part of our school community, supporting children to be healthy, active and engaged during the lunchtime period. We use emotion coaching and zones of regulation throughout the school to support children to manage their emotions. Our curriculum puts great emphasis on individual learning in order to support each child's wellbeing alongside these high expectations.

## Family of Schools

The School is part of the George Spencer Family of Schools and the majority of children feed into Fairfield Primary academy. We have a formal collaboration with Banks Road Infant and Nursery school; another school within the family. The collaboration supports children's progress and development through collaborative activities which focus upon staff training, development and support.



# Vacancy Details

We are seeking a caring, enthusiastic, and committed Teaching Assistant to support learning in our Infant and Nursery setting. This is a wonderful opportunity to work with young children at a key stage in their development and to contribute to a nurturing and inclusive school environment.

The successful candidate will work across our nursery units (from 2 years). Training will be provided in the delivery of interventions and support, but we are seeking a flexible, confident and enthusiastic teaching assistant who is keen to engage in all aspects of our small, family orientated school.

This is an amazing opportunity for someone who is flexible, confident and inspired to play an active part in the learning journey of children in supporting and nurturing them to overcome their barriers.

William Lilley is a friendly, open and nurturing Infant & Nursery school in the heart of the Stapleford community. Our reputation for supporting the learning, development and wellbeing of every child recognises individuality and celebrates every achievement enabling our young children to blossom in their first years of schooling.

The post will involve:

- Enhancing the learning opportunities for children with additional needs and barriers.
- Delivering small group and individual intervention of support for pupils.
- Being proactive in supporting to meet the needs of children in a range of learning environments and provision.
- Keeping detailed records of the impact of interventions and support.
- Supporting in the necessary assessment and record keeping and liaise with the class teacher and SENCo to update these records
- Completing necessary information gathering work in readiness for internal/external meetings.
- Liaison with any outside agencies, medical and social services and voluntary bodies.
- Identifying and supporting children with interventions that help them overcome individual barriers.
- Assessment and review of effectiveness of interventions in supporting children's progress.

We are looking for someone who:

- Is a dynamic individual who is prepared to play a part in developing this exciting role.
- Has the passion and drive to support inclusion for children.
- Can assess the needs of pupils and use detailed knowledge and specialized skills to support pupils' learning.

- Can relate well to young people, collaborate effectively with other adults and work constructively as part of a team.
- Is an enthusiastic team player with the ability to use initiative, work independently and stay organised.
- Has good interpersonal skills and an ability to prioritise deadlines.

In return we can offer you:

- a friendly welcoming community where every child is known and valued.
- enthusiastic, talented, confident and happy children.
- a well planned and exciting curriculum.
- a dedicated purposeful environment with a high standard of pupil work and behaviour.
- a committed and motivated staff team with a range of experienced colleagues.
- excellent and personalised professional development opportunities.
- a very supportive, enthusiastic and progressive Governing Body.
- opportunities to be creative and develop your knowledge, skills and understanding.

# Job Description

## Job Description

**TEACHING ASSISTANT - PRIMARY  
Grade 3**

**School:  
WILLIAM LILLEY INFANT & NURSERY  
SCHOOL**

**Post Ref  
Profile Learning Support 3a PRI**



## Job Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, with direct support available from the teacher or senior member of staff.

## Key Responsibilities

1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
2. Planning and providing practical assistance in relation to identified physical needs
3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
4. Establishing a constructive relationship with pupils and interact with them according to individual needs
5. Promoting the inclusion and acceptance of all pupils
6. Encouraging pupils to interact with others and engage in activities led by the teacher
7. Setting challenging and demanding expectations and promote self-esteem and independence
8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher
9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. Assisting with the planning of learning activities
12. Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed
13. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc.
14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
15. Establishing constructive relationships with parents/carers

16. Supporting teaching staff in the carrying out of home visits
17. Administering routine tests and invigilating exams and undertake routine marking of pupils' work
18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Supporting pupils in their learning in all areas of the curriculum
21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
23. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
24. Supporting pupils and teacher during PE and other practical activities.
25. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
26. Assisting with the supervision of pupils at break times
27. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

### **General Responsibilities**

1. Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
2. Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contributing to the overall ethos/work/aims of the school
4. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
5. Appreciating and supporting the role of other professionals
6. Attending relevant meetings as required
7. Participating in training and other learning activities and performance development as required
8. Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
9. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions
10. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
11. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team

12. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

**Person Specification**

**Education and Knowledge**

A) Good literacy and numeracy skills gained from general education to GCSE 'O' level/Adult Literacy and Numeracy level 2/NVQ level 2 standard or equivalent together with a knowledge of child protection/procedures, together with a working knowledge of national curriculum and other relevant learning programmes/strategies.

B) Good literacy and numeracy skills gained from general education to GCSE 'O' level/ Adult Literacy and Numeracy level 2/NVQ level 3 for Teaching Assistants or equivalent qualification or experience, together with a working knowledge of national curriculum, early years curriculum and other relevant learning programmes/strategies

**Experience**

**Personal skills and general competencies**

# How To Apply

## How to Apply

Visits are positively welcomed prior to applications being submitted. Please contact the school office (0115 917 9277) to arrange a convenient date and time.

Should you wish to apply for the post, please complete and return an application form, along with a covering letter addressed which clearly demonstrates your suitability for this role. Applications can be submitted via email to [jjenkins@williamlilley.notts.sch.uk](mailto:jjenkins@williamlilley.notts.sch.uk), or by post to the following address:

William Lilley Infant & Nursery School  
Halls Road, Stapleford,  
Nottinghamshire, NG9 7FS

## Closing Date

Please ensure your application form arrives by 9:00am, Thursday 4 June 2026.

## Shortlisting

Successful candidates will be invited to interview by 5:00pm, Thursday 4 June 2026.

## Interview

Interviews for the role will be held on Thursday 11 and Friday 12 June 2026.

## Safeguarding and Data Protection

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. All new staff will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

## Equal Opportunities

William Lilley welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Thank you for taking the time to read about our school. This is a fabulous opportunity to make a difference and be part of a creative and innovative staff team. We look forward to receiving your application.

*Sally Beardsley*

Sally Beardsley, Head Teacher