

The logo consists of four rounded square shapes arranged in a 2x2 grid. The top-left is light blue, top-right is light green, bottom-left is yellow, and bottom-right is a darker green.

BLACKDOWN
EDUCATION
PARTNERSHIP



BELIEF IN EVERY CHILD



Dear colleague

We are delighted that you are interested in The Blackdown Education Partnership and the role of Teaching Assistant at Orchard Grove Primary School.

We are thrilled with how successful Orchard Grove is growing as a school since we opened in 2023 and as a result, we have 3 brand new Teaching Assistant positions available.

The successful candidate will be an experienced Teaching Assistant. We are looking for an enthusiastic and dedicated person who can bring creativity and flair to the classroom. In return we can offer a supportive and friendly environment where staff thrive and are encouraged to embrace their own personal development.

Within the setting of Somerset's first net zero carbon school, children will be inspired by a unique curriculum that is preparing them for lifelong learning and a positive impact in the world. Every child is unique and at Orchard Grove, we work hard to ensure that every child is nurtured and supported along their individual learning journey with us. We want to evoke curiosity and a love of learning and as we prepare our learners for the next stage of their educational journey, we want them to know more, remember more and do more.

I very much hope this has ignited your enthusiasm and I look forward to receiving your application.

Best wishes

Richard Healey

Orchard Grove Headteacher and Director of Primary Education at The Blackdown Education Partnership

The Opportunity



Teaching Assistant – Starting 3 September 2026

We have three positions available, when making an application please indicate which you are applying for.

Position 1: Monday – Friday: term time only (38 weeks and 3 inset days)

Hours – 31 hours per week, 8.30am – 3.30pm four days a week and 8.30am – 4.30pm 1 day a week for an enrichment club.

Position 2: Monday – Friday: term time only (38 weeks and 3 inset days)

Hours – 35 hours per week, 8.30am – 4.30pm Monday - Friday,
This includes 1 hour (3.30-4.30) working in afterschool club

Position 3: Monday – Friday: term time only (38 weeks and 3 inset days)

Hours – 34.75 hours per week, 7.45am – 3.30pm four days a week and 7.45am – 4.30pm 1 day a week for an enrichment club.

This includes 45 minutes (7.45-8.30) working in breakfast club

Pay Grade: Point 4 £25,185 (full time equivalent)

Experience: At least one-year experience of working effectively in a school setting.

Desirable: Experience leading enrichment clubs or wrap around care

Disclosure Level: Enhanced.

Main Job Purpose

To provide support for learning activities for children on an individual or group basis, under the general direction of the class teacher. To support and complement the work of the classroom teacher by supporting class work, the environment and personal care. To deliver x1 after school club per week, changing every term.

Breakfast/afterschool club (wrap around care) – to provide care and play opportunities for children booked to attend, including organising either breakfast or snacks.

See the Job Description for a full breakdown of the role and responsibilities.

The closing date for this post is 9.00am on **Tuesday 17 June 2026**

Interviews will be held on **Wednesday 23 June 2026**

To make an application, please visit: [Careers at Orchard Grove Primary School - Taunton, United Kingdom, TA3 7FD | Eteach](#)

Job Description



Duties and accountabilities of post:

Support for children's learning

Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children, to achieve defined progress and targets by:

- following planning to support activities
- report behaviour observations to a teacher in order for them to maintain the school's positive behaviour policy
- facilitating children's general physical, social, emotional and educational development through activities and play
- supervising and encouraging safe behaviour of individuals and groups
- reinforcement of structured learning habits and routines which have been defined by the teacher and support access to the curriculum as set by the line manager

Support for the learning environment

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, knowledge organisers, class newsletters, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to:

- facilitate the required standards of achievement and performance, including feedback for individuals and groups within the classroom
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the monitoring, reviewing and progression of children's learning
- gather resources, make resources and return them as set out by the class teacher.

Care and support for children

Attend to the day to day needs of children, inside and outside the classroom, by:

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress to the teacher
- assisting educational professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers
- to deliver x1 after school club per week, changing every term

- to carry out personal care routines with/for pupils across the site.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job.
- Maintain positive, professional relationships with stakeholders and colleagues.
- To participate in induction training, staff review processes and professional development opportunities.
- To commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and smoking is prohibited in any of our buildings, on premises and vehicles.
- To be familiar with and adhere to all relevant Trust Policies and Procedures.
- Comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Typical working pattern

- Annual leave will only be taken during school holidays.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

Special Factors

- This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust's travel policy.
- There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust-based events.
- Working patterns will be aligned with school term dates and holidays must be taken during school closure periods.
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
- To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.

Person Specification



Qualifications	Essential	Desirable
Teaching assistant qualification		✓
GCSE Grade C or above or equivalent in English & Maths, plus at least three other academic subjects		✓
Level 2 food hygiene certificate and Allergy Awareness		✓
Awarded or willing to work towards qualifications in English/literacy and mathematics/numeracy equivalent to at least level 2 of the National Vocational Qualifications framework (see below - equivalent qualifications)		✓
Experience		
At least 1 year experience of working effectively in a school setting	✓	
At least 1 year experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection	✓	
Experience of leading after school clubs previously		✓
Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression		✓
Understanding of the role of the class teacher and of the parent in developing and maintaining an effective learning environment		✓
Previous, varied experience of working with children in an educational setting		✓
Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations		✓
Skills and Knowledge	Essential	Desirable
Skills of empathy, listening, communication and responding with appropriate language to build rapport with children of reception age, varying abilities and backgrounds	✓	
Aptitude to develop a knowledge of the role within an education environment	✓	
Ability to demonstrate effective working with individual pupils and small groups under the direction and supervision of a qualified teacher	✓	

An awareness of child protection and safeguarding	✓	
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.	✓	
The ability to contribute effectively to the workload and responsibilities of a team		✓
Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution		✓
Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and are concerned for their development as learners		✓
Ability to improve own practice and knowledge, including through observation, evaluation and discussion with colleagues.		✓
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools		
Understanding of and commitment to Trust Values		
Capacity to work as part of a team as well as individually without supervision and under pressure		
Demonstrate a positive and pro-active approach to work and focussed on outcomes		
Demonstrate creativity, flexibility and responsiveness to change		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Other		
Willing and able to work flexibly across the local area as directed by the Line Manager and to meet the needs of the Trust.		
Willing to undergo training and staff development to maximise skills and experience relevant to the post.		
Access to a car and ability to undertake travel as required to fulfil the duties of the post.		

This post is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 (as amended in 2013 and 2020). This means that both spent and unspent convictions and cautions may need to be disclosed. However, certain convictions and cautions are considered 'protected' under filtering rules and do not need to be disclosed. Guidance on what should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexuality or religion.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The closing date for this post is 9.00am on Wednesday 17 June 2026, Interviews will be held on Tuesday 23 June 2026.
