**St Matthew's**
Church of England Primary School

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**Job Advert** - Teaching Assistant including Midday Supervisor
St Matthew's is looking to appoint a capable and proactive teaching assistant to support children's learning in the classroom.

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| **Start date:** | 1st January 2027 or as soon as possible |
| **Closing date:** | 4th December 2026 at 12 Noon |
| **Interview date:** | Applications will be reviewed as they are received. Applicants are encouraged to apply as soon as possible, as the vacancy may close once a suitable appointment has been made.<br>**Week of 7th December 2026** |
| **Salary:**<br>*Initial fixed-term contract until 31/08/27, with the possibility of extension or conversion to a permanent position depending on organisational needs* | **TA:** 30hrs per week / 38.6wks P.A. (term-time)<br>Actual salary (Surrey 3): £17,264<br><br>**MDS:** 2.5hrs per week / 38wks P.A. (term-time)<br>Actual salary (Surrey 1/2): £1,358 |

At St Matthew's Church of England Primary, we are proud of our diverse and inclusive school where in all we do we aim **high**, **encourage** and **have faith**. St Matthew's is a two-form entry school with its own nursery class and special needs support centre.

**At St Matthew's:**
- We are committed to high quality teaching and to excellent professional development opportunities for all our staff
- We have a resilient staff team from a wide range of backgrounds and experiences who work closely together to secure the best outcomes for our children

**The successful applicant will:**
- Be committed to the development of all children in our inclusive church school
- Have the resilience and drive to work to secure the very best outcomes for all our children
- Work with our dedicated staff team to ensure the education, well-being, behaviour and personal development of children enhances their futures

**If interested in joining our hard-working team, we can offer you:**
- A well-resourced school set in extensive grounds
- Support and development from the SDBE MAT including a generous staff benefits scheme
- A school committed to wider education including a full extra-curricular programme
- Coaching and bespoke CPD opportunities

Thank you for your interest in this vacancy. We would be delighted to hear from you, arrange a visit to show you around our school, or simply have an informal discussion.

**Applicants** are expected to be sympathetic to the Christian ethos of the school.
**St Matthew's** is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
**All** appointments are subject to a satisfactory enhanced DBS check and references.

**Job Description -** Teaching Assistant including Midday Supervisor

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| **Job Purpose** | • To support children's learning and development in the classroom and the wider school environment<br>• To deliver personalised learning and timetables to children with SEND<br>• To assist the teacher with their responsibility for the development and education of all children in the class<br>• To support the Mission and Aims of the school and understand and apply school policies<br>• To participate in the general life of the school |
| **Accountable to** | Class teacher, Phase Leader, SENCO and Senior Leadership Team. |
| **Duties and responsibilities specific to the post** | **Under the direction of the teacher to:**<br>• Supervise learning and play activities inside and outside the classroom<br>• Support children with SEND, including those with EHCPs, on a 1:1 basis in the classroom<br>• Provide targeted support for children with an EHCP inside and outside of the classroom<br>• Assist in the planning and delivery of interventions<br>• Discuss with and report to the teacher on the planning and assessment of pupil learning and development<br>• Record observations and contribute information towards pupil assessment<br>• Organise and maintain a stimulating learning environment |
| **General Duties of all school staff** | **The post is subject to compliance with:**<br>• School policies and guidelines on the curriculum and school organisation and SEN Code of Practice<br>• National Curriculum 2014<br>• Keeping Children Safe in Education<br>• School Safeguarding policy and procedures<br>• Encourage appropriate social behaviour<br>• Maintain confidentiality inside and outside the workplace |
| **Other Duties** | • Support the Christian Ethos of the school<br>• Attend collective worship as required<br>• Supervise playtimes on a rota basis<br>• Participate in staff meetings, INSET activities and parent curriculum event<br>• Undertake other such duties as can be reasonably expected |

**Person Specification -** Teaching Assistant including Midday Supervisor

| | Essential qualities | Desirable qualities |
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| **Qualifications and Training** | • Keenness to learn<br>• Dedication to professional development to support with the role | • Evidence of continuous professional development linked to SEND/ASD / British Sign Language |
| **Experience** | • Successful previous experience working with children (this could be in a voluntary capacity) | • Successful completion of Teaching Assistant role or Teaching Assistant qualifications |
| **Knowledge, understanding and skills** | • A high standard of English and Mathematics skills<br>• Excellent communication and spoken language skills<br>• A positive attitude and willingness to train and develop new skills<br>• Evidence of being a team player | • Experience and understanding of working with children, including children with Special Educational Needs |
| **Personal Qualities** | • Sympathy with the Christian ethos of the school<br>• Self-motivated and hard working<br>• Dependable, reliable, with an excellent record of attendance and punctuality<br>• Commitment to inclusion & equal opportunities<br>• Able to initiate ideas and put them into practice<br>• Have a commitment to personal development and take an active part in the appraisal process<br>• Evidence of organisational skills, the ability to remain calm under pressure and to meet deadlines<br>• Willingness to participate in the wider life of the school<br>• Energy, enthusiasm, adaptability and a sense of humour | |
| **We reserve the right to close this vacancy early if we receive suitable applications. If you are interested in working with us, please apply without delay.** | | |

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