

# Viewley Hill Academy

## Teaching Assistant Posts

### 1 EYFS Post

### 1 KS2 Post

**Pay Scale:** Band 7-8 £20,257 - £20,580 (pro-rata pay)

**Contract:** Full time. Fixed Term. Term Time Only + 5 days.

**Hours:** 5days: 32.5 hours 8.30-3.30pm

**Required** 1<sup>st</sup> September 2025 – 31<sup>st</sup> August 2026

<https://www.viewleyhillacademy.co.uk>

Telephone 01642 591053

**We are seeking to appoint suitability qualified, enthusiastic and highly motivated Teaching Assistant staff to join our successful and happy school community.**

The successful applicants must demonstrate:

- Experience of working with children in EYFS / KS2
- Understanding of supporting the learning of children with additional needs
- Excellent communication and team working skills
- Excellent organisational skills
- Primary Curriculum understanding, particularly EYFS / KS2
- Understanding of childhood development

If this sounds like you and a role that you would enjoy, please look carefully at the following materials and complete the application form.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Viewley Hill Academy however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

Application packs are available on the school website. All completed application packs must be returned directly to the school via email to Mr L Cody; Office Manager at [lcody@viewleyhill.lingfieldtrust.org.uk](mailto:lcody@viewleyhill.lingfieldtrust.org.uk)

Visits to the school are encouraged.

**Closing Date: 12pm Wednesday 2<sup>nd</sup> July 2025**

**Shortlisting: Wednesday 2<sup>nd</sup> July 2025**

**Interviews: Monday 7<sup>th</sup> July 2025**

## JOB DESCRIPTION

<b>POST:</b> Teaching Assistant L3 EYFS and KS2	
GRADE: 7-8	
RESPONSIBLE TO: EYFS Lead / KS2 Lead /Head Teacher	
STAFF MANAGED: None	
<b>JOB PURPOSE:</b> To work under the instruction and guidance of teaching / senior staff to undertake and prepare for work / care / support programmes, to enable access to learning for pupils and to assist in the management of pupils and the classroom. Work may be carried out in the classroom or in the outdoor area.	
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Support for Pupils</b>	<ul style="list-style-type: none"><li>• To work with children primarily in EYFS / KS2</li><li>• Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.</li><li>• Provide detailed and regular feedback on pupils' achievement, progress, problems etc.</li><li>• Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities both in class and outdoors</li><li>• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li><li>• Implement appropriate learning and / or self-help tasks to meet the child's specific needs</li><li>• Establish constructive relationships with pupils and interact with them according to individual needs</li><li>• Promote the inclusion and acceptance of all pupils</li><li>• Encourage pupil to interact with others and engage in activities to promote their development</li><li>• Set challenging and demanding expectations and promote self-esteem and independence</li><li>• Liaise closely with teachers / leaders / parent / carers and other professionals to provide support for children</li></ul>
<b>Support for Teachers</b>	<ul style="list-style-type: none"><li>• Create and maintain a purposeful, orderly and supportive environment, in accordance with planned provision and assist with the preparation of all areas and display of pupils' work</li><li>• Use strategies, in liaison with the staff, to support all pupils to achieve their individual and age related learning goals</li><li>• Monitor pupils' responses to learning activities and accurately share, record achievement/progress as directed</li><li>• Provide detailed and regular feedback to staff on pupil achievement, progress, problems etc.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li></ul>

	<ul style="list-style-type: none"> <li>• Establish constructive relationships with parents/carers, communicating regularly in a range of ways</li> <li>• Devise and implement routines and undertake verbal feedback to support progress</li> <li>• Provide clerical / admin support to the EYFS / KS2 /school team e.g. photocopying, resource making, filing as appropriate, communication</li> <li>• Provide contact link between school – home – and other services for key children, if appropriate</li> </ul>
<b>Support for Curriculum</b>	<ul style="list-style-type: none"> <li>• Ensure that classroom resources and the environment are as accessible as possible for pupils</li> <li>• Devise resources to support target child in engaging with their academic progress and personal development</li> <li>• Work with staff to prepare for and undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses</li> <li>• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use</li> <li>• Encourage target children to engage with learning and class activities and his / her peers with increasing readiness</li> </ul>
<b>Support for School</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to safeguarding, behaviour, health &amp; safety, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop</li> <li>• Contribute to the overall ethos, work and aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in all relevant training, development and meetings as required to fulfil the role</li> <li>• Accompany teaching staff and pupils on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working within a primary school setting</li> <li>• Working with or caring for children in Early Years / KS2</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or above (or equivalent) in Maths and English</li> <li>• NVQ 3 for Teaching Assistants or equivalent qualifications or experience</li> <li>• First aid training / training as appropriate</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of working with EYFS / KS2 children</li> <li>• Knowledge of effective behaviour management strategies</li> <li>• Effective use of I.T. to support learning</li> <li>• Use of other technological and / or specialist equipment</li> <li>• General understanding of EY and National Curriculum and other basic learning programmes/strategies</li> <li>• Good understanding of child development and learning</li> <li>• Ability to self-evaluate individual learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults and build secure relationships</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>

<b>Lingfield Education Trust</b>	<ul style="list-style-type: none"> <li>• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect the whole school and trust community</li> </ul> <p><i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i></p> <p>PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
Date of Issue:	June 2025

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*

The post will be based in Viewley Hill Academy however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

## PERSON SPECIFICATION | EYFS / KS2 Teaching Assistant

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>• Experience of working in Early Years, KS2 primary school and / or specialist primary setting. (AF, I, R)</li> <li>• Experience and competence working within, the EY / KS2 Curriculum (AF, I, R)</li> <li>• Experience of supporting teaching &amp; learning and childhood development (AF, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Phonics scheme / teaching (AF, I, R)</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Creativity in developing resources to support learners access the curriculum as required (AF, I, R)</li> <li>• High standards of communication, English and Maths (AF, I, R)</li> <li>• Ability to create interactive and exciting resources and displays within school. (AF, I, R)</li> <li>• Excellent behaviour management skills (AF, I, R)</li> <li>• Effective ability to liaise with all members of the school community. (AF, I, R)</li> <li>• Ability to work confidently as part of a team (AF, I, R)</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use iPads / I.T. to support teaching and learning. (AF, I)</li> <li>• Ability to contribute to planning, preparation and assessment for individuals / groups (AF, I, R)</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Excellent attendance, punctuality and health record. (I, R)</li> <li>• Enthusiasm and confidence, and commitment to being part of a positive and collaborative team (I)</li> <li>• Build and sustain effective relationships with children, staff and parents (AF, I, R)</li> <li>• Patience and understanding (I, R)</li> <li>• Sensitivity and confidence to manage continence needs (AF,I, R)</li> <li>• Willingness to be flexible (AF, I)</li> </ul>	
<b>Qualifications</b>	

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> <li>• Grade C English and maths at GCSE or equivalent (AF,C)</li> <li>• Level 3 TA qualification (AF,C)</li> </ul>	<ul style="list-style-type: none"> <li>• First aid qualification (AF,C)</li> <li>• Paediatric first aid qualification (AF,C)</li> <li>• Team Teach Qualification (AF, I)</li> <li>• Additional, relevant CPD / Training (AF,C)</li> <li>• SEND Qualifications (AF,C)</li> <li>• Safeguarding Training (AF,C)</li> </ul>

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references

