



Benwick Primary School

Advert

Teaching Assistant (EYFS/Year 1)

TA L2 31.25 hours/38 weeks

Start Date: 1 September

Due to the retirement of our valued colleague, we are seeking to appoint an **experienced, highly motivated Teaching Assistant** to join our EYFS/Year 1 team from **1st September**.

This is an exciting opportunity to become part of our **wonderful small village school**, where we are proud of our strong **family ethos**, supportive environment and commitment to both pupil and staff wellbeing.

The role

We are looking for a Teaching Assistant who:

- Has experience working within EYFS and Key Stage 1
- Is **enthusiastic, proactive and uses their initiative**
- Is a **strong team player** with effective communication skills who works effectively with colleagues
- Is **kind, nurturing and supportive**, putting children at the heart of everything they do
- Is committed to helping all children achieve their full potential
- Holds **Paediatric First Aid** – this is desirable but not essential

What we offer

- A welcoming and friendly village school community
- Happy, motivated children who enjoy learning
- A supportive and dedicated staff team
- A strong emphasis on **staff wellbeing and work-life balance**
- A positive and successful learning environment
- **A full induction programme and ongoing continuous professional development opportunities**

Visits and applications

We warmly encourage prospective candidates to **visit the school** to experience our setting first-hand. Please contact the school office to arrange a visit or to discuss the post with the **Headteacher**.

Please note: due to the imminent start date, the recruitment process will be short.

Closing date for receipt of applications: Monday 13th July 9am

Shortlisting: Monday 13th July 9am

Interviews: Thursday 16th July

If you are looking for your next step and would like to be part of a successful, happy school where staff wellbeing is a priority, we would love to hear from you. Come and visit us to see our school in action or contact the Headteacher for an informal discussion.

All applications should be submitted using the school's application form and should detail how you meet the requirements of the role. Application packs can be downloaded from our website: <https://www.benwick.cambs.sch.uk/> or by emailing the school office.

Benwick Primary School is committed to safeguarding and promoting the welfare of young people and expects all staff to share in this commitment. Any offer of employment will be subject to an Enhanced DBS check and employment references. All pre-employment checks, including online checks, are in line with "Keeping Children Safe in Education".

Job Description

Reports to: Class Teacher / Headteacher

Start Date: 1 September

Purpose of the Role

To support the teaching and learning of pupils in the Early Years Foundation Stage (EYFS) and Year 1, working closely with the class teacher to provide a safe, nurturing and stimulating environment where all children can thrive. The post holder will contribute to the school's positive ethos and uphold its commitment to high standards of care, learning and wellbeing.

Key Responsibilities

Supporting Teaching and Learning

- Work under the direction of the class teacher to support learning activities in EYFS/KS1
- Deliver targeted interventions and small group support
- Support the development of early literacy, numeracy and communication skills
- Foster children's independence, curiosity and engagement in learning
- Observe, monitor and record pupils' progress and contribute to assessment where appropriate
- Adapt learning activities to meet the needs of all pupils, including those with SEND

Learning Environment

- Support the **setting up, organisation and tidying away of provision** in both **indoor and outdoor learning environments**
- Ensure learning areas are safe, engaging and well-resourced
- Contribute to the creation of a stimulating EYFS environment that promotes exploration and independence

Promoting Positive Behaviour and Wellbeing

- Provide a **kind, nurturing and supportive presence** for all children
- Promote positive behaviour in line with the school's behaviour policy
- Support children's emotional regulation and social development
- Help maintain a safe, inclusive and purposeful learning environment

Care and Welfare

- Provide **intimate care** where required, ensuring dignity, respect and safeguarding at all times

- Support children with personal care needs, including toileting and hygiene
- Ensure a high standard of care for all pupils throughout the school day

Safeguarding Responsibilities

- Safeguard and promote the welfare of all pupils in line with **Keeping Children Safe in Education**
- Be vigilant and actively promote a culture of safety and wellbeing
- Report any safeguarding concerns promptly and appropriately in line with school procedures
- Maintain professional boundaries and confidentiality at all times
- Contribute to a safe environment both in the classroom and during less structured times of the day

Supervision Duties

- **Undertake** playground supervision duties **as required**
- **Carry out a** daily lunch duty of approximately 30 minutes, **supporting pupils to eat safely and engage positively during lunchtime**
- Ensure children's safety, wellbeing and positive behaviour during unstructured times

Working as Part of a Team

- Work collaboratively as a **strong team player**, supporting colleagues across the school
- Communicate effectively with teachers, support staff and leadership
- Contribute positively to the school's **family ethos**
- Attend meetings, training and professional development opportunities

Professional Responsibilities

- Demonstrate a **proactive attitude and ability to use initiative**
- Participate in a **full induction programme** and engage in continuous professional development (CPD)
- Uphold the school's commitment to **staff wellbeing and work-life balance**
- Maintain confidentiality and adhere to school policies and procedures
- Undertake **any other reasonable duties** as directed by the Headteacher in line with the needs of the school

Person Specification

Essential

- Experience of working within EYFS and Key Stage 1
- Experience supporting teaching and learning in a primary school setting
- Ability to work collaboratively as part of a team
- A caring, patient and supportive approach with children
- Strong communication and interpersonal skills
- Ability to use initiative and respond flexibly to the needs of the school

Desirable

- Relevant Teaching Assistant qualification
- Experience supporting children with additional needs
- **Paediatric First Aid qualification (or willingness to work towards this)**

Safeguarding

All staff are expected to share a commitment to safeguarding and promoting the welfare of children. The post holder will be required to follow all safeguarding procedures in line with statutory guidance, including *Keeping Children Safe in Education*, and undertake all relevant training.