Teaching Assistant

Information Pack

November 2026

St Wilfrid's C of E Primary School

OUR VISION AND VALUES



GROWING SUCCESS, ROOTED IN FAITH

St Wilfrid's C of E Primary School
Eastern Road, Haywards Heath
West Sussex, RH16 3NL
01444 413707
office@stwilfrids-hh.school
Head: Simon Hateley

November 2026

Dear Applicant

We are currently seeking an enthusiastic, hard-working Teaching Assistant, who wishes to join our friendly, supportive team. The role includes working 30 minutes per day, as a Midday Meals Supervisor.

The successful applicant will demonstrate:

- a good understanding of the needs of children
- the ability to work in a team
- willingness to undertake training courses
- flexibility
- commitment to high standards of pupil achievement

The successful applicant will also demonstrate:

- sympathy with and interest in maintaining the school's positive Christian ethos.

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

If you are interested in this vacancy at our school, please complete an application form and email it to the Office email address. The form is attached to this advertisement.

At St Wilfrid's C of E Primary School, we are committed to safeguarding and promoting the welfare of children and young people and all appointments are subject to both an Enhanced DBS, Childcare Disqualification check, and other pre-employment checks including references, health, and online social media searches.

Kind regards,

Mr Hateley
Head teacher

General Information for Applicants

Post: Teaching Assistant
Salary: Grade 3 Point 3 £17,074 (Annual FTE £24,794)
Hours: Monday to Friday, 08:45am to 15:20pm (30.25 hours per week)
Term time only with a 30-minute unpaid daily lunch break excluding INSET days

Completed application and candidate shortlisting forms should be returned by **Friday, 4th of December 2026** via email to office@stwilfrids-hh.school.

Please ensure that all gaps in your education or work experience are explained on your application for safeguarding reasons. This is a shortlisting criteria.

Visits:
Visits to our school are welcomed and encouraged. To arrange a visit please contact the School Office via email office@stwilfrids-hh.school. To find out more about us, please visit our website as well at www.stwilfrids-hh.school.

Shortlisting:
Shortlisted candidates will be contacted via email by the **8th of December 2026**, and the interview process will be confirmed within this email. If we have not been in contact with you by date, please assume that your application was not successful on this occasion. Thank you for taking the time to apply as we know how much work and effort goes in to an application. Unfortunately, we are unable to provide feedback for candidates who are not shortlisted.

Interviews:
These will be held at the School on **Thursday, 10th of December 2026**. Applicants are asked to advise their employers of a potential interview on this date.

If you have been invited to an interview, please bring the following documents with you:

- Current Disclosure & Barring Service (DBS) Certificate
- Valid passport / birth certificate
- Driving licence
- Original professional qualification certificates

Data held for candidates who are not appointed will be shredded following the interviews. Appointments are subject to satisfactory references, and we will be taking these up immediately following shortlisting. It is therefore important that you inform your referees of your application. It is essential that your main referee is your current employer and at the very least a previous employer.

Occupational Health Questionnaire:
The successful candidate will be required to complete an online medical questionnaire and may be required to an additional online telephone call with our Occupational Health team.

Job Description

Job title: Teaching Assistant – Primary School
Salary: Grade 3 Point 3

Job purpose

To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and may be responsible for some learning activities within the overall teaching plan[1].

This role may be suitable for a Teaching Assistant working with pupils with special educational needs.

Duties and responsibilities

Key Duties

1. Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants in this role may also undertake some or all of the following:

1. Work with individual pupils with special educational needs
2. Work with pupils for whom English is not their first language
3. Assist in the development of individual development plans for pupils (such as Individual educational plans)
4. Support the work of volunteers and other teaching assistants in the classroom
5. Support the use of ICT in the curriculum
6. Invigilate exams and tests
7. Assist in escorting and supervising pupils on educational visits and out of school activities
8. Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
9. Support pupils in developing and implementing their own personal and social development
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence

11. Monitor and manage stock and supplies for the classroom.

Indicative Knowledge, Skills and experience:

- Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Additional Notes:

- [1] Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.
- [2] Duties relating to supporting pupils with health care needs are not included in this profile. The NJC recognises that many of these duties are carried out on a voluntary basis in different ways. Therefore, if this duty becomes a requirement of the job, as part of an agreement between employers and unions, it should be set out in the job description as an additional duty allowing it to be accounted for in the evaluation of the role (and therefore in remuneration as appropriate).

Job Information:

K	MS	IC	PS	II	PD	MD	ED	RP	RS	RF	RPR	WC	Total Points
3	2	3	2	2	2	2	3	2	1	1	2	2	345

Factor		Relevant Job Information
1	Knowledge	Requires knowledge and procedures for supporting and leading learning activities. Requires knowledge and skills equivalent to NVQ level 2 in Supporting Teaching and Learning or have equivalent experience.
2	Mental Skills	Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
3	Interpersonal and Communication Skills	Communicates with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary. Exchanges information with staff, parents/carers.
4	Physical Skills	Setting up and use of educational equipment and/or keyboard skills.
5	Initiative and Independence	Works under the direction of the teacher. Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
6	Physical Demands	Requirement for standing for long periods and/or working in awkward positions e.g. sitting on low chairs.
7	Mental Demands	Working with individuals or groups of pupils requiring mental and sensory concentration; work is regularly interrupted as part of the normal working pattern.
8	Emotional	Demands arising from on-going involvement with

This job description may be amended at any time in consultation with the postholder.

Person Specification

Qualifications & Training

- a good level of literacy and numeracy skills with at least a qualification at GCSE grade C, NVQ level 3, or equivalent

Experience

- Experience of working with children, taking a keen interest in and supporting their learning, welfare and achievements in either a paid or voluntary capacity e.g. as a teaching assistant or play group leader

Skills, Abilities and Knowledge

- ability to establish and develop effective one-to-one mentoring and other supportive relationships with children
- ability to provide a good role model to children and a commitment to helping children achieve their potential
- knowledge and understanding of child protection and health and safety practices and procedures
- good listening skills and the ability to communicate effectively with children, families, school staff and a range of other professionals
- knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation
- ability to exercise initiative, work independently and take responsibility for the delivery of a programme
- ability to work flexibly
- ability to operate within networks
- ability to work effectively in a team and to work with individuals, institutions and organisations
- ability to communicate well through a variety of means (verbally, in writing and electronically)
- understanding and awareness of equal opportunities, experience of strategies to promote equality of opportunity and a commitment to work within the School's Equal Opportunities Policy
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety

Desirable

- Experience of working in a school or early years setting
- Relevant qualification in education, social work, nursing or similar profession, e.g. NNEB, BteC
- Evidence of relevant training and/or professional development
- Knowledge and experience of working with multiple support agencies
- Ability to use ICT for administration and learning

Other Requirements

- Commitment to safeguarding and promoting the welfare of children and young people
- Commitment to achieving high standards of pupil achievement
- Very good attendance record