



Job vacancy details for	Teaching Assistant Level 1 Early Years
Department	Children and Young Peoples Directorate
Salary	Grade C Point 5
Hours	32.5 hours (term time only, five days a week)
Contract Type	Temporary for one year
Location	Meadow Farm Community Primary School
Closing date	5th May at 12 noon

Governors at Meadow Farm Primary School are seeking a talented teaching assistant to join our experienced team of staff in key stage 2.

Meadow Farm Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects staff to have the same commitment. Appointments will be subject to DBS checks.

““Before applying for this post, please refer to our school website <https://www.meadowfarmschool.co.uk/policies-and-documents/> and view our child protection / safeguarding policy”.

“This post is exempt from the provisions of the 1974 Rehabilitations of Offenders Act. It is an offence to apply for the role if you are barred from engaging in regulated activities relevant to children”.

You will have high expectations, be dedicated to our child-centred approach and be bursting with engaging ideas. Joining us, you will be a creative and accomplished practitioner who welcomes collaborative practice and working in a supportive, exciting environment.

To be part of our school you will need to:

- Be able to develop positive relationships with the whole community
- Have high expectations for teaching and learning
- In possession of the personal skills needed to be able to communicate effectively within the school and with a range of external professionals, parents and governors.
- Be committed to continuing professional development
- Be a proactive learner and willing to work collaboratively
- Make a positive contribution to our school
- Passionate about inclusion and the learning and development of every child
- Have experience of working in all key stages.

In return, we can offer you:

- A culture of growth mindset where purposeful practice and effort are rewarded
- A creative, exciting curriculum which we continue to reflect on and adapt
- A dynamic staff who all share the same goals and ethos
- A leadership team that is committed to staff development, teaching & learning and pupil outcomes
- Opportunities to develop your career
- A school that is committed to ensuring that every child succeeds

This opportunity is suitable for applicants at all stages in their career. We are looking for the best candidate for our school!

Visits to the school are warmly welcomed and are a perfect opportunity to see what we offer and discuss your ambitions. To arrange a visit, please contact 01332 662631 to make an appointment for a visit.

To apply, please return your application form with your letter of application to admin@meadowfarm.derby.sch.uk For a paper copy, please send a large, self-addressed and stamped envelope to: Meadow Farm Primary School, Foyle Avenue, Chaddesden, Derby DE21 6TZ

The closing date for this vacancy is 5th May 2026 at 12 noon. Any application forms received after the closing date will not be accepted.



Person Specification – Teaching Assistant Level 1

	<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
Experience of working in a school		*	A
A commitment to Inclusion		*	A/I/R
Good English and Maths skills		*	A/I
Able to overcome barriers to learning for children with a range of Special Needs		*	A/I/R
Team working skills		*	A/I/R
Ability to work with initiative		*	A/I/R
Good communication skills		*	A/I/R
Can work to deadlines		*	A/R
Calm and assertive disposition		*	I/R
Can become involved in the general life of the school		*	A/I
Cheerful personality, who enjoys their job!		*	I/R
Reliable and trustworthy		*	A/I/R
Good interpersonal skills		*	I/R
Qualification in Speech and Language Therapy			* A
Experience of working in all key stages			* A

Evidence Key A = application; I = interview, R = reference



JOB DESCRIPTION: Teaching Assistant Level 1

Job Purpose
To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.
Accountabilities
Under direction, guidance and direct supervision of a qualified teacher with regular reporting back: <ul style="list-style-type: none">• Work with individuals or small groups• Help pupils understand instructions• Support independent learning and some SEND pupils• Assist with behaviour management• Prepare and clear up learning environment and materials• Basic recording• Assist with dressing, hygiene etc• Carry out allocated tasks under direct supervision of a qualified teacher.
Knowledge
Key duties: <ul style="list-style-type: none">• To promote and actively support the values of the school• Work with individuals or small groups of pupils under the direct supervision of teaching staff and provide feedback to the teacher• Support pupils to understand instructions, support independent learning and inclusion of all pupils• Support the teacher in behaviour management and keeping pupils on task• Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate• Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment• Record to basic pupil data• Assist pupils with eating, dressing and hygiene as required whilst encouraging

independence

- Support the teacher in monitoring, assessing and recording pupil progress/activities including Individual Education Plans (IEP's)
- Working at national occupational standards (NOS) in Supporting Teaching and Learning (core and relevant optional units as required) reflected in the level 2 NVQ and Level 2 certificate in supporting teaching and learning on the Qualification and Credit Framework or equivalent relevant qualification.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.

Mental skills

Under direct supervision of a qualified teacher:

- Deliver planned activities to allocated pupils
- Know all classroom routines and layout and storage
- Set up classroom environment as per plans
- Help children to interpret and understand instructions while aiming for independence
- Help with behaviour management according to school's policy
- Detailed instructions/guidance from teacher for particular tasks
- May assist in limited range of planning within framework set by the qualified teacher

Interpersonal and communication skills

- Form and maintain appropriate professional relationships with pupils, teachers, support staff, parents/carers, governors, external professionals and agencies
- With guidance persuade or convince some pupils to do things they might not otherwise choose to do
- Communicate orally or in written form in an appropriate manner to a range of audiences
- Inspire respect and confidence
- Know when to maintain confidences concerning sensitive information
- Contribute to team work
- May demonstrate own duties to new or less experienced staff.

Physical skills

- Requires normal physical
- Manual, finger dexterity and key board skills required.

Initiative and Independence

Under direction and close supervision of a qualified teacher:

- Follow detailed instructions to help with delivery of a variety of classroom activities
- Follow tried and tested routines/procedures as designed by a qualified teacher or other professionals
- Know procedures for a limited range of learning activities
- Needs motivational skills and be able to operate the school's Behaviour Management policy
- Know when to call for assistance and refer problems to a qualified teacher
- May be requested to administer medication in accordance with an agreed plan under the direction of a health care practitioner following appropriate training
- Follow routines for assisting pupils with eating, dressing, hygiene as necessary
- May be required to assist with delivering care programmes designed and supervised by a therapist/care professional following appropriate training.

Physical demands

- Normal physical effort with a mixture of sitting, standing and walking
- Work may be indoors in classroom or other venues in school or outside during all seasons
- Accompany pupils and teachers on educational journey day trips that may require standing outdoors all day.
- May be requested to participate in residential trips
- Some carrying of minor loads, equipment, furniture etc.

Mental demands

- Mental concentration and alertness is a regular feature of this job
- Some work will be routine and repetitive and follow a set organised predictable programme
- May be asked to vary routine on occasions
- Unavoidable interruptions will occur
- Deadlines for completion of work, time constraints will apply, usually with plenty of notice
- Solve very simple problems within routines, but refer tricky situations/decisions to qualified teachers
- Know boundaries of responsibility/authority and when to refer matters onto more senior staff
- Positive work related pressures to achieve expected results will always apply.

Emotional demands

- Can be subject to emotional pressure due to disturbing behaviour of a minority of pupils, either low level disruption or more severe
- Need to know how to diffuse situations and lower the temperature
- Need to have positive motivational skills to assist in engaging pupils in a favourable educational atmosphere and environment
- Know role in operating the school's Behaviour policy with positive reinforcement, rewards and sanctions
- Know when to refer matters onto appropriate staff
- Positive relationships, mutual respect and confidence are beneficial.

Responsibility for People

- Shared responsibility for health, safety, welfare and some educational achievements in particular tasks for assigned pupils/groups during school sessions
- Common courtesy to all pupils and adults in course of normal duties
- May be requested to contribute towards assessment/achievement of assigned pupils in particular tasks and record basic data
- May assist in delivery of particular well-structured intervention strategies/programmes of work as designed/allocated by a qualified teacher.

Responsibility for Supervision, Direction, Co-ordination of Employees

- No formal supervisory responsibility
- May be required to demonstrate own duties to recently appointed staff, short term supply cover staff, students in training and volunteers.

Responsibility for Financial Resources

Under the direction and supervision of a qualified teacher may assist with:

- Recommending purchases of equipment/consumable resources for consideration
- Handling petty cash for local purchases to assist with practical learning activities and keeping an account
- May assist in some collection of money from pupils.

Responsibility for Physical Resources

- Responsible for assisting in supervision and safe use of equipment and materials in

various school locations, indoor and outdoor, with assigned pupils.

Working Conditions

- Work is mainly carried out in a classroom and in other school venues
- May be indoors or outdoors in all seasons
- May be off site for school trips
- Classrooms can be noisy with lively productive working noise
- Will have to assist with situations or when accidents occur e.g. pupil hygiene/toileting.

Performance Measures

Will co-operate with the school's appraisal/performance management procedures including:

- Review of job descriptions
- Appraisal of work by assigned qualified teacher or other appropriate staff
- Setting of targets, performance measures
- Assessment of continuing professional needs
- Review of progress in implementing targets
- No formal role in performance management of other staff.