



BELIEF IN EVERY CHILD

# Bishops Hull Primary School



Welcome to Bishops Hull Primary School – we are a happy and successful village school on the edge of Taunton, and our dedicated and hardworking staff provide each pupil with the highest standard of education. We are regularly oversubscribed, and this is testament to our warm and friendly culture alongside high academic and behavioural expectations for all children.

Bishops Hull is a single form entry school with one class for each year group: we currently have 216 pupils from Year R to Year 6. There is also a separate nursery and pre-school on the school site. We are delighted to be a school of choice in our community and work closely with our neighbouring secondary, The Castle School which is also in the Trust.

## A special place

Whilst we aim to ensure every child reaches their full potential academically, they are also taught that they can be successful in many different ways. Every child is unique and at Bishops Hull, we work hard to ensure that every child is nurtured and supported along their individual learning journey with us. We want to evoke curiosity and a love of learning and as we prepare our learners for the next stage of their educational journey, we want them to know more, remember more and do more.

## Why Bishops Hull Primary School?

Bishops Hull Primary School is first and foremost a school where children feel safe, happy, confident and enthusiastic to learn. Our dedicated staff team work hard to ensure that both academic and pastoral care needs are at the heart of every decision made at Bishops Hull.

As a school we believe that both children and adults learn new things every day, building upon and retaining their existing knowledge.

We are committed to ensuring that all children including those from disadvantaged backgrounds and those living with identified special needs are equipped for their next stage of their education.

We maintain that learning should be a rewarding and enjoyable experience for everyone and that it should be fun and memorable. Through delivering coherently planned and sequenced, high quality learning opportunities we endeavour to equip children with skills, knowledge and understanding necessary to be able to make informed choices as they progress in their educational journey through Bishop's Hull primary School.

**Kerry Exon**  
**Headteacher**



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BELIEF IN EVERY CHILD



## CLASSROOM TEACHING ASSISTANT

|                           |                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>         | Classroom Teaching Assistant                                                                                                                                                                                                                                                                                                                                       |
| <b>Location:</b>          | Bishops Hull Primary School, Bishops Hull Hill, Bishops Hull, Taunton, Somerset. TA1 5EB                                                                                                                                                                                                                                                                           |
| <b>Pay grade:</b>         | NJC 15, Point 4.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Actual salary:</b>     | £25,185 full time equivalent, £16,343 actual annual salary                                                                                                                                                                                                                                                                                                         |
| <b>Hours of work:</b>     | 28.33 hours per week (28 hours, 20 minutes)<br>Monday to Friday 8.50am to 3.30pm with 1-hour unpaid lunch<br>Term Time only (38 weeks) plus 3 inset days, 193 days.<br>Fixed term until 31 <sup>st</sup> August 2026<br>This includes some annual training days which will be worked at the start of each academic year, dates and times to be confirmed annually. |
| <b>Experience:</b>        | At least one-year experience of working effectively in a school KS1 setting.                                                                                                                                                                                                                                                                                       |
| <b>Desirable:</b>         | Experience leading after school clubs.                                                                                                                                                                                                                                                                                                                             |
| <b>Reporting to:</b>      | Class Teacher and Headteacher                                                                                                                                                                                                                                                                                                                                      |
| <b>Key relationships:</b> | School Leadership Team, teaching/ support staff, LA representatives, external agencies, organisations, individuals, parents.                                                                                                                                                                                                                                       |
| <b>Disclosure Level:</b>  | Enhanced                                                                                                                                                                                                                                                                                                                                                           |

See the Job Description for a full breakdown of the role and responsibilities.

**The closing date for this post is 9.00am on Thursday 11<sup>th</sup> December 2025, Interviews will be held on Tuesday 16<sup>th</sup> December.**

**To make an application for this position, please complete the application form. Applications must be completed through E-Teach**



# Job Description



## **SUPPORT FOR CHILDREN'S LEARNING**

Under the guidance of the teaching staff, provide direct support for the learning of individual children or groups of children, to achieve defined progress and targets by:

- following planning to support activities
- report behaviour observations to a teacher in order for them to maintain the school's positive behaviour policy.
- facilitating children's general physical, social, emotional, and educational development through activities and play
- supervising and encouraging safe behaviour of individuals and groups
- reinforcement of structured learning habits and routines which have been defined by the teacher and support access to the curriculum as set by the line manager.

## **SUPPORT FOR THE LEARNING ENVIRONMENT**

Under the guidance of the teaching staff, prepare, store, retrieve, sort and display materials, finished work, equipment, knowledge organisers, class newsletters, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to:

- facilitate the required standards of achievement and performance, including feedback for individuals and groups within the classroom.
- support the development of continuous improvement in both personal performance in the job and the work of the team.
- assist in the monitoring, reviewing and progression of children's learning.
- gather resources, make resources, and return them as set out by the class teacher.

## **CARE AND SUPPORT FOR CHILDREN**

Attend to the day-to-day needs of children, inside and outside the classroom, by:

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual children in attaining defined goals
- promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress to the teacher
- assisting educational professionals in their delivery of specialist support programmes
- carrying out specified medical care procedures following direct specific training by a qualified practitioner.
- contributing to the assessment by the teacher of individual children's development through observation, record keeping, discussion with colleagues and teachers
- to deliver x1 after school club per week, changing every term
- to carry out personal care routines with/for pupils across the site.



# Job Description



## OTHER RESPONSIBILITIES

- To undertake additional duties as required, commensurate with the level of the job.
- Maintain positive, professional relationships with stakeholders and colleagues.
- To participate in induction training, staff review processes and professional development opportunities.
- To commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and smoking is prohibited in any of our buildings, on premises and vehicles.
- To be familiar with and adhere to all relevant Trust Policies and Procedures.
- Comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.

## TYPICAL WORKING PATTERN

- Annual leave will only be taken during school holidays.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

## SPECIAL FACTORS

1. This role will involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust's travel policy.
2. There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust-based events.
3. Working patterns will be aligned with school term dates and holidays must be taken during school closure periods.
4. The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
5. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
6. To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
7. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
8. To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
9. To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.



# Person Specification



| Qualifications                                                                                                                                                                                                            | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Teaching assistant qualification                                                                                                                                                                                          |           | ✓         |
| GCSE Grade C or above or equivalent in English & Maths, plus at least three other academic subjects                                                                                                                       |           | ✓         |
| Level 2 food hygiene certificate                                                                                                                                                                                          |           | ✓         |
| Awarded or willing to work towards qualifications in English/literacy and mathematics/numeracy equivalent to at least level 2 of the National Vocational Qualifications framework (see below - equivalent qualifications) |           | ✓         |
| Experience                                                                                                                                                                                                                | Essential | Desirable |
| At least 1 year experience of working effectively in a school setting                                                                                                                                                     | ✓         |           |
| At least 1 year experience of applying the regulations applicable to Health & Safety, Hygiene, Child Welfare & Protection                                                                                                 | ✓         |           |
| Experience of leading after school clubs previously                                                                                                                                                                       |           | ✓         |
| Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression                                                                           |           | ✓         |
| Understanding of the role of the class teacher and of the parent in developing and maintaining an effective learning environment                                                                                          |           | ✓         |
| Previous, varied experience of working with children in an educational setting                                                                                                                                            |           | ✓         |
| Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations                                                                                                            |           | ✓         |
| Skills and Knowledge                                                                                                                                                                                                      | Essential | Desirable |
| Skills of empathy, listening, communication and responding with appropriate language to build rapport with children of reception age, varying abilities and backgrounds                                                   | ✓         |           |
| Aptitude to develop a knowledge of the role within an education environment                                                                                                                                               | ✓         |           |
| Ability to demonstrate effective working with individual pupils and small groups under the direction and supervision of a qualified teacher                                                                               | ✓         |           |
| An awareness of child protection and safeguarding                                                                                                                                                                         | ✓         |           |



# Person Specification



| <b>Skills and Knowledge</b>                                                                                                                                                      | <b>Essential</b> | <b>Desirable</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|
| The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.                              | ✓                |                  |
| The ability to contribute effectively to the workload and responsibilities of a team                                                                                             |                  | ✓                |
| Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution                                                      |                  | ✓                |
| Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and are concerned for their development as learners |                  | ✓                |
| Ability to improve own practice and knowledge, including through observation, evaluation and discussion with colleagues.                                                         |                  | ✓                |
| <b>Behaviours</b>                                                                                                                                                                |                  |                  |
| Understanding of and commitment to equality and diversity.                                                                                                                       |                  |                  |
| Empathy with other Trust teams and Schools                                                                                                                                       |                  |                  |
| Understanding of and commitment to Trust Values                                                                                                                                  |                  |                  |
| Capacity to work as part of a team as well as individually without supervision and under pressure                                                                                |                  |                  |
| Demonstrate a positive and pro-active approach to work and focused on outcomes                                                                                                   |                  |                  |
| Demonstrate creativity, flexibility and responsiveness to change                                                                                                                 |                  |                  |
| Commitment to continuous professional development of self and others to maximise skills/experience.                                                                              |                  |                  |
| <b>Other</b>                                                                                                                                                                     |                  |                  |
| Willing and able to work flexibly across the local area as directed by the Line Manager and to meet the needs of the Trust.                                                      |                  |                  |
| Willing to undergo training and staff development to maximise skills and experience relevant to the post.                                                                        |                  |                  |
| Access to a car and ability to undertake travel as required to fulfil the duties of the post.                                                                                    |                  |                  |



This post is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 (as amended in 2013 and 2020). This means that both spent and unspent convictions and cautions may need to be disclosed. However, certain convictions and cautions are considered 'protected' under filtering rules and do not need to be disclosed. Guidance on what should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexuality or religion.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

**Closing date is 9.00am on Thursday 11<sup>th</sup> December 2025, Interviews will be held on Tuesday 16<sup>th</sup> December.**

