



Together we learn and grow

WOOKEY PRIMARY SCHOOL
And Little Acorns Preschool
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1:1 Classroom Teaching Assistant
Full time, fixed term until 31st August 2027
Term time only
Grade 15 Point 4

Are you looking for a role working alongside a class teacher specialist practitioner in the Early Years? Are you excited about the idea of working flexibly, supporting a child with their learning, wellbeing, safety and relationships with their peers? Would you like to join a close-knit team of committed staff who will get to know your strengths then support you to develop them, to achieve the best outcomes possible for our fantastic children?

If this sounds like the perfect job for you, please get in touch with us here at Wookey Primary School. We need a full-time teaching assistant who is adaptable and keen to learn. Ideally, you will have qualifications and experience working with children in the 3-6 age range but you may have different, relevant skills that would support you in this new opportunity.

This role is as a 1:1 teaching assistant, supporting a reception child in our Early Years class. The role is for a fixed term due to funding for the child although we are looking to secure funding to support them in the longer term. This post is for a full term position, Monday to Friday from 8.45am-3.20pm with 30 minutes for lunch (unpaid).

Come and visit us to get a feel for the school and our ethos. Please call 01749 673650 to arrange a time or email the office at school.423@wookeyprimaryschool.co.uk

Application deadline: 9am Wednesday 30th September 2026

Interviews: by arrangement with candidates, to start as soon as possible upon appointment and subject to all safeguarding and pre-employment checks and training.

Wookey Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. **All appointments are subject to satisfactory references and an enhanced DBS check.** Further information about the Disclosure Scheme can be found at <http://www.gov.uk/disclosure-barring-service-check>

We are committed to providing equal opportunities in employment and actively value diversity. We welcome applications from all sections of the community and do not discriminate on the grounds of race, nationality, ethnic origin, religion or belief, sex, sexual orientation, gender reassignment, age, disability, marital status, or pregnancy/maternity. We are a Disability Confident employer and commit to making reasonable adjustments for candidates throughout our recruitment and selection process.



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Job Description

Post	Teaching Assistant
Grade	Somerset Pay Scale (support staff) 15
Relationships	The Postholder is responsible to the class teacher and through the class teacher to the Special Educational Needs Co-ordinator (SENCo). The Headteacher has direct responsibility for your welfare and professional development.

Purpose of the Job

To assist the Headteacher and teachers in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables pupils to achieve their full learning potential and facilitates their social and moral development.

To support the SENCo in the administration and delivery of support to children across the school with special educational needs, learning difficulty, disability, or who exhibit occasional behavioural problems.

To support an individual child in their physical, learning and developmental needs, with appropriate training and liaison with the family and other professionals working with them.

The needs of children and cohorts can change frequently and unexpectedly. It is anticipated and expected that the postholder will be flexible and be able to adapt to those changes, under discussion with class teachers, SENCo and the Headteacher.

Main responsibilities and duties

1. Support the teaching and learning processes.

Under the guidance and direction of the teacher:

- Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- Learning support is delivered individually and through a range of tasks, mainly:
 - o Supporting and directing tasks, clarifying and explaining instructions;
 - o Focus support in areas needing improvement, both academic and social;
 - o Motivate and encourage pupils to concentrate on and fulfil the tasks set;
 - o Seek to ensure the promotion and reinforcement of pupils' self-esteem, appropriate levels of effort and behaviour and to guide pupils to become independent learners;
 - o Contribute to the assessment of pupils' learning.

2. Assist teaching staff in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.

- Assist in the development, monitoring and evaluation of programmes of work
- Contribute to and assist in the development and monitoring of systems for review and recording of pupils' progress;
- Use ICT when necessary to support teaching and learning, and classroom organisation;
- Assist in the preparation for educational visits, and, where appropriate, accompany students.
- Attend and contribute to meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Undertake professional development in order to enhance knowledge, understanding, skills and attitudes relating to literacy, numeracy, ICT and other curriculum areas; and also to a range of issues concerning children with special educational needs.

3. Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

4. To provide care and supervision of pupils within the classroom, within the school and outside of the school.

- Assist in the supervision of assessments as directed;
- Develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication;
- To supervise pupils, or an individual pupil, at break times, as agreed within contracted hours.

5. Additionally, under the overall direction of teaching staff the job may include some or all of the following duties, depending on the needs of pupils:

- Dispense medicines in accordance with school policy; Undertake First Aid; (Where a current First Aid qualification is held, in the absence of other medical facilities)
- Under the direction of Health Service professionals, undertake activities in support of occupational therapy, physiotherapy, and speech and language therapy;
- Under the direction of teaching staff to assist in the development of Individual Education Plans for pupils with special educational needs where required;

SUPPORTING PROCESSES

Problem Solving and Creativity:

- On a daily basis, within prescribed school guidelines and under the direction of the teacher, develop a range of strategies to engage a pupil in the experience of learning and in their personal, social, health and moral education.
- Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers.
- There will be occasional interruptions and a degree of flexibility is required as priorities may suddenly change.

Decision Making:

- Within the agreed school policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of pupils in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.
- Guidance is normally readily available from teaching staff and more complex or controversial decisions will be referred to a teacher.

Physical Effort and Working Conditions:

- A normal school environment, although the job holder may be involved in external school activities, such as swimming and educational visits.
- Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

Contacts and Relationships:

- Contact with all staff in school to pass and receive information, advice, guidance, suggestions and ideas;
- Contact with parents / carers and other agency staff to provide support for pupils, such as giving feedback on pupil progress.

Signed _____ Date _____