

Appointment Brief

# TEACHING ASSISTANT (TA)

## 1 DAY PER WEEK, TERM-TIME

### (FIXED-TERM)

All different, all together, all Icknield



Dear Applicant,

Thank you for your interest in joining Icknield Infant and Nursery School.

Icknield is an amazing place! We value every individual and we are extremely proud to provide a safe, inclusive and caring environment where all our children, parents, staff and governors feel valued and respected. We want everyone to enjoy coming to our school.

We are looking for the very best staff to join our professional, dedicated and friendly team who are committed to supporting every child's learning. We recognise that our staff members are key to the school's success and we are supportive of promoting wellbeing and providing high quality training and mentoring.

Take a look at our website at [www.icknieldinfants.herts.sch.uk](http://www.icknieldinfants.herts.sch.uk) to gain an insight of our school life and please contact us on 01462 620406 or [admin@icknieldinfants.herts.sch.uk](mailto:admin@icknieldinfants.herts.sch.uk) if you would like to discuss the opportunity in more detail. Visits are warmly welcomed and can be organised via the school office.

We look forward to meeting motivated candidates interested in this important and exciting role.

With my very best wishes,

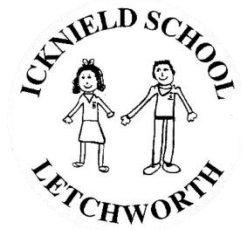
Alie Collins

Headteacher



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## About Our School



Icknield Infant and Nursery School is a friendly and welcoming community school located in Letchworth Garden City for children aged 3 to 7. It was opened in 1954 in a purpose-built building. We have nine large classrooms and an attached nursery full of up-to-date resources, all used to make learning fun.

We are particularly proud of our extensive school grounds which provide many different environments to support learning: an allotment area, forest area, well equipped play areas and our big red Library bus, which provides an inspirational and unusual reading area.

At Icknield, we aim to provide creative and exciting lessons for our children within a safe and caring environment. Ofsted reported that our children 'love learning'. We continue to nurture this love of learning through a well-planned curriculum with personal, social and emotional development at its heart.

The school is an equal opportunities employer and is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.





## About the Role

We are looking to recruit a talented and motivated Teaching Assistant (TA) to become a valued member of our caring and friendly team at Icknield Infant and Nursery School.

The ideal candidate will be enthusiastic, motivated and committed to enable every child to achieve their very best. We are committed to the safeguarding of children and expect all staff to share that commitment.

This is a term-time only position for **one day per week**, starting as soon as possible. The role is fixed-term until 22 July 2025 in the first instance, although this may change to a permanent requirement.

## Key Information

JOB TITLE	Teaching Assistant (TA)
LINE MANAGER	Deputy Headteacher
PAY RANGE	H2 (£24,027 - £24,790) (pro-rata)
APPLICATION CLOSING DATE	12.00pm, Monday 9 June 2025
SHORTLISTING DATE	Monday 9 June 2025
INTERVIEW DATE	Thursday 12 June 2025
START DATE	As soon as possible





## Job Description: Teaching Assistant

### MAIN 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.

### KEY RESPONSIBILITIES

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions support independent learning and inclusion of all pupils.
3. Support the teacher in behaviour management and keeping pupils on task.
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
5. 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.

### ADDITIONAL RESPONSIBILITIES

Some or all of the following:

1. Record basic pupil data.
2. Support children's learning through play.
3. Assist with break-time and lunch-time supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
7. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### JOB CONTEXT

- The job is one of a set of teaching assistant jobs whose evaluated pay grade is determined by the level of responsibilities.
- Work will follow the learning patterns appropriate to the school day and year group under the direction, guidance and direct supervision of the classroom teacher.
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Flexibility by all staff is important in order to meet the varied needs of pupils.

## KNOWLEDGE, SKILLS AND ABILITIES

- Working at or towards 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 experience
- Carries out allocated tasks under the supervision of a teacher, problems generally referred.
- Communicates with pupils to support learning and development and encourage acceptable behaviour. Exchanges information with staff, parents/ carers.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Setting up and use of educational equipment and/or keyboard skills.

## PERSONAL CHARACTERISTICS

- Resilient, motivated, enthusiastic and forward thinking.
- Ability to demonstrate, tact, diplomacy, warmth and empathy.
- Co-operative, flexible and responsible.
- Strong interpersonal skills.
- Commitment to high standards.
- Commitment to maintaining confidentiality at all times.
- Commitment to equality.
- Commitment to continued personal development.

## SAFEGUARDING

- Recent Safeguarding level 1 training.
- Knowledge and understanding of child protection and safeguarding policies and procedures, including current legislation and guidance in relation to working with and protecting children and young people.
- A commitment to the protection and safeguarding of children and young people.
- Co-operation with relevant agencies to protect children and support families.

## SUPERVISION

- The jobholder will usually be managed by a member of the school's senior management team or by a more senior teaching assistant.
- Day to day direction/ supervision will usually come from the class teacher or individual covering the class in the absence of the class teacher.
- The post holder will follow detailed instructions and/or is closely supervised with little scope for discretion; problems are generally referred.
- Responsible for the supervision of practical learning activities of individuals or small groups of pupils under the direction of the teacher or other professional.
- The post holder will have no supervision responsibilities of other staff.
- The post holder may demonstrate own duties to new or less experienced staff.

## PHYSICAL EFFORT

- Combination of standing, sitting or walking.



- Requirement for standing for long periods and/ or working in awkward positions e.g., sitting on low chairs.
- The job may involve lifting children, for example after falls or accidents.

#### PROBLEMS, DEMANDS AND DECISIONS

- Follows detailed instructions and/ or is closely supervised with little scope for discretion; problems are generally referred.
- Working with individuals or small groups of pupils requiring mental and sensory concentration; work is regularly interrupted although this does not normally require switching from one activity to another.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management.

#### WORKING ENVIRONMENTS

- Some exposure to unpleasant conditions, including noise; outdoor working; verbal abuse.
- Some occasional support required to support pupils with toileting issues where nappies are being used.
- The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

The jobholder will be expected to follow the school's policies and procedures at all times. The job description will be reviewed annually during the Performance Management Review process. The position is subject to the satisfactory completion of a probationary period of six months.



## Current Employee Benefits



Membership of the Teacher's Pension Scheme / Local Government Pension Scheme



Financial Wellbeing Coaching



CPD opportunities



Occupational Health



Stress Management Support



Mental Health First Aid Training



Counselling and Bereavement Support



Men's Mental Wellness Support



Menopause support services



24/7 GP Service



Nurse Support Service



Free flu vaccine



Surgical Assistance Programme



Physiotherapy Sessions



Maternity and Paternity Support



Free on-site parking



Organised social events







## How to Apply

The recruitment process will be managed by the School Business Manager in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.com](http://www.teachinherts.com). The application form is located within the live jobs area of the school's profile: [https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school\\_14.htm](https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school_14.htm).

Please note that our safeguarding requirements and practices mean we are only able to consider complete applications submitted using our official application form (we cannot accept CV applications). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Please include all the training you have completed, particularly anything that has helped to prepare you for this role.

When completing the 'personal statement' section, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

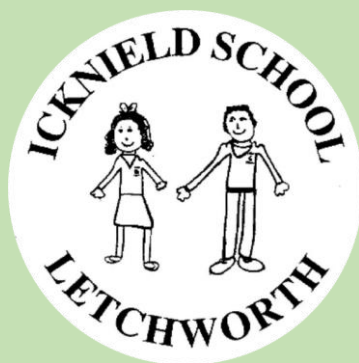
## REFERENCES

Please ensure your referees are aware of your application and that they are able to provide a swift turn around. One referee must be from your current employer. If you are not currently working with children, please include a referee from the last time you worked with children. References must be completed by a senior person with appropriate authority (confirmed by the Headteacher/Principal for school settings). Please provide official organisation email addresses for us to contact.

## ADDITIONAL INFORMATION

Icknield Infant and Nursery School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and safer recruitment checks including satisfactory references and a health check. Online searches may be carried out on shortlisted candidates as part of due diligence checks. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and join us.

Prospective candidates are encouraged to submit their application as soon as possible as we reserve the right to close the advert early should we feel able to appoint an appropriate candidate.




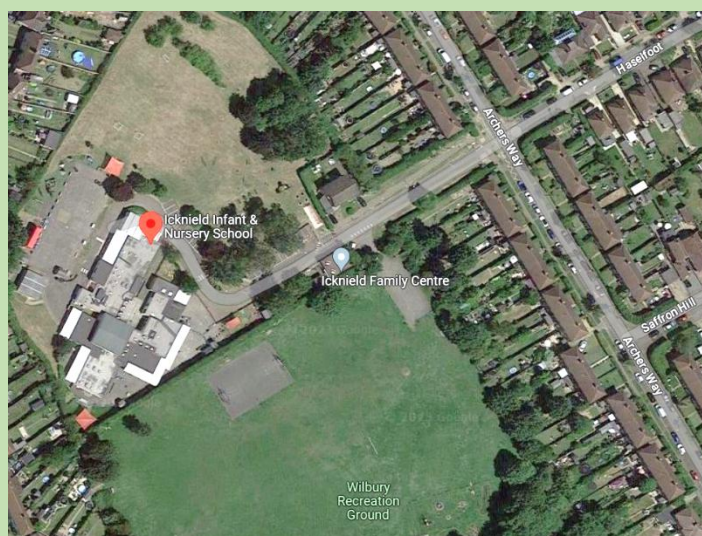
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