

WEBHEATH ACADEMY PRIMARY SCHOOL



Job Description – Grade 2 Teaching Assistant to work in our nursery

Start date: ASAP

Salary: TA2 SCP 5 Currently £24,790 - FTE (Actual £6,367.46)

Hours: 11 hours per week, currently Monday & Tuesday 8.45am-3.00pm Term time only plus TED days (11 hours)

Webheath Academy Primary School is a highly successful two-form entry primary school serving the community in Webheath, situated in Redditch, Worcestershire.

We are a good school (OFSTED February 2020). Webheath is a school where everyone works hard as a team to deliver the best possible education and outcomes for our children.

Webheath Academy Primary School are seeking to appoint a Grade 2 Teaching Assistant to work in our nursery.

Duties will include;

Support to pupils

1. Following guidance from the nursery manager, you will be required to support children in their learning. You will support individuals or groups of children, including those with special educational needs and/or disabilities. The role will involve supporting children to understand the learning, using appropriate strategies to support children in making progress and engagement in learning activities.
2. To assist the children with personal needs as appropriate.
3. To provide support for children's emotional and social needs by encouraging and modelling positive behaviour in line with the school's behaviour policy.
4. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Support to teachers

- To prepare the classroom with basic resources and equipment as directed by the nursery manager and assist the children in their use.
- To be aware of children, their problems, progress, achievements and report to the nursery manager as appropriate.



Downsell Road ○ Webheath ○ Redditch ○ Worcestershire B97 5RJ

Telephone: 01527 544820 ○ Facsimile: 01527 547121

Email: office@waps.shiresmat.org.uk ○ Website: www.webheath.worcs.sch.uk



WEBHEATH ACADEMY PRIMARY SCHOOL



Job Description – Grade 2 Teaching Assistant to work in our nursery

- To provide general clerical support to the nursery manager, as appropriate e.g. photocopying, laminating, filing, commenting on progress and achievement etc as required.

Support to the school / nursery

- To assist with the general pastoral care of children including helping pupils who are unwell, distressed or unsettled.
- To be aware of school / nursery policies and procedures concerning working with children and report any concerns to an appropriate named person. To assist with the supervision of children out of lesson time, but within both the school day and contracted hours as necessary for their safety.
- To accompany teaching staff and children on visits, and out of school activities as required.
- To attend relevant meetings and participate in training opportunities and professional development as appropriate.
- To adhere to school health and safety policy including risk assessments and safety systems
- To adhere to school policy on equality and diversity.

Support for the curriculum

- To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.
- To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Closing date for applications will be 7th April 2025

Interviews being held on Thursday 10th & 11th April 2025

Please send the application form to scookes@shiresmat.org.uk

Please note we reserve the right to close this advert early should a suitable candidate be found, so please don't delay in submitting your application.

Shires Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a



Downsell Road ○ Webheath ○ Redditch ○ Worcestershire B97 5RJ

Telephone: 01527 544820 ○ Facsimile: 01527 547121

Email: office@waps.shiresmat.org.uk ○ Website: www.webheath.worcs.sch.uk



WEBHEATH ACADEMY PRIMARY SCHOOL



Job Description – Grade 2 Teaching Assistant to work in our nursery
prohibition from teaching check will be completed for all applicants.
In accordance with our statutory obligations under Keeping Children Safe in Education 2022, Shires Multi Academy Trust is required to conduct an online search as part of our due diligence on appointed candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Shires Multi Academy Trust might want to explore with you. The Trust is committed to the promotion of equal opportunities and diversity. Webheath academy Primary School is a company limited by guarantee - Registered in England No. 07959096



Downsell Road ○ Webheath ○ Redditch ○ Worcestershire B97 5RJ

Telephone: 01527 544820 ○ Facsimile: 01527 547121

Email: office@waps.shiresmat.org.uk ○ Website: www.webheath.worcs.sch.uk

