

# WEBHEATH ACADEMY PRIMARY SCHOOL



## Job Advert – Pre-School Teaching Assistant

### Pre-School Teaching Assistant – TA Level 1

Start date: as soon as possible

Salary: TA1 SCP 3 Currently £24,796 – FTE (Actual £18,817.51)

Hours: 32.5 hours per week, 39 weeks per year (38 weeks term time plus 1 week TED) Initially fixed term until 31<sup>st</sup> August 2027.

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 June 2025). Webheath is a school where everyone works hard as a team to deliver the best possible education and outcomes for our children.

An opportunity has arisen to join our team as a Grade 1 Pre-School Teaching Assistant at Webheath Academy Primary School. You will be a caring, enthusiastic and professional individual.

In return we have an amazing and supportive staff team, a welcoming community and well-behaved children. Shires Trust is committed to ensuring our family of schools is a great place to work. Training is available to support aspects of the role

#### Main Purpose of the Role

The Pre-School Teaching Assistant at Webheath Primary Academy plays a vital role in supporting the learning and development of young children in our Pre-School setting. Working alongside the Pre-School Manager, this role is essential in delivering a safe, nurturing, and stimulating environment that promotes the holistic development of each child. As a 2-form entry primary school with a Pre-School, Webheath Primary Academy values early years education as the foundation for lifelong learning. The Pre-School Teaching Assistant will uphold the school's vision and values by fostering positive relationships, encouraging curiosity, and supporting the individual needs of children.

#### Key Responsibilities and Duties

Supporting Pre-School Management and Team

- Under the guidance of the Pre-School Manager in the day-to-day running of the Pre-School, including setting up learning activities and resources.
- Support the implementation of the Pre-School curriculum and school policies.
- Help maintain a safe, clean, and welcoming environment for children, staff, and visitors.



Downsell Road ○ Webheath ○ Redditch ○ Worcestershire B97 5RJ

Telephone: 01527 544820 ○ Facsimile: 01527 547121

Email: [office@waps.shiresmat.org.uk](mailto:office@waps.shiresmat.org.uk) ○ Website: [www.webheath.worcs.sch.uk](http://www.webheath.worcs.sch.uk)





## Job Advert – Pre-School Teaching Assistant

### Child Development and Learning Support

- Provide attentive and supportive care to children, assisting their personal, social, emotional, and physical development.
- Support children's learning through play-based activities, following guidance from the Pre-School Manager and teaching staff.
- Encourage children's language development, communication, and early literacy and numeracy skills in line with the Early Years Foundation Stage (EYFS) framework.

### Behaviour and Well-being

- Promote positive behaviour and support children in developing social skills and emotional resilience.
- Observe and report any concerns about children's well-being or development to the Pre-School Manager promptly.

### Health and Safety

- Ensure all health and safety policies and procedures are followed, including hygiene and safeguarding practises.
- Support children with personal care needs sensitively and respectfully.
- Supervise the children when eating

### Liaison and Communication

- Communicate effectively with the Pre-School Manager, teaching staff, and parents/carers to ensure continuity of care and learning.
- Assist in welcoming and settling children and parents/carers into the Pre-School environment.

### Skills and Competencies

- A genuine passion for working with young children and supporting their early development.
- Good communication skills, both verbal and non-verbal, appropriate for young children and adults.
- Ability to work effectively under the direction of the Pre-School Manager and as part of a team.
- Patience, empathy, and a nurturing approach to support children's individual needs.
- Basic understanding of the Early Years Foundation Stage (EYFS) framework and early years pedagogy.
- Ability to follow instructions and school policies with attention to detail and responsibility.



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- Awareness of safeguarding and child protection principles.
- Flexibility and adaptability to respond to the dynamic needs of a Pre-School setting.

### Safeguarding

The Pre-School Teaching Assistant at Webheath Primary Academy has a critical responsibility to safeguard and promote the welfare of children at all times. This includes:

- Adhering strictly to the school's safeguarding policies and procedures, including Keeping Children Safe in Education guidance.
- Reporting any concerns about a child's safety or well-being immediately to the designated safeguarding lead (DSL) or Pre-School Manager.
- Maintaining appropriate professional boundaries and confidentiality.
- Being vigilant to any signs of neglect, abuse, or other safeguarding issues and acting promptly according to school procedures.
- This role supports the school's unwavering commitment to ensuring every child in its care.

### Professional Development

Webheath Primary Academy is committed to supporting continuous professional development for all staff, including Pre-School Teaching Assistants. Opportunities include:

- Access to relevant training in early years education, safeguarding, and child development.
- Participation in team meetings and reflective practice sessions to enhance skills and knowledge.
- Encouragement to pursue further qualifications related to childcare and education.
- Support and mentoring from the Pre-School Manager and senior leadership team. This commitment aligns with the school's vision to nurture every child's potential and promote a culture of lifelong learning.
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The successful candidate will play a key role in day to day running of our happy and successful school. Please send complete application forms to [office@waps.shiresmat.org.uk](mailto:office@waps.shiresmat.org.uk).

Closing date for applications is 4pm on Wednesday 24<sup>th</sup> June 2026

Interviews will be held on Friday 3<sup>rd</sup> July 2026

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.



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*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 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. 0795909*



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