



Teaching Assistant

Friday 8:30-3:30 (term time only)



Dropmore Infant School

Dropmore Infant School is a small, friendly school in an idyllic rural setting, which has educated children in the local area for over 200 years. It is surrounded by open countryside with a large playing field and landscaped areas including an adventure playground, pond, vegetable plots, orchard and wild flower area. The school has benefited from much refurbishment and improvement over the recent years, but still retains its unique charm with the old thatched roof building.

We are strongly committed to developing the 'whole' child both personally and academically and are in a privileged position to offer small class sizes. We offer children an interesting, challenging and creative curriculum which caters for all abilities in a safe, happy and stimulating environment. We have high expectations for all of the children that are placed in our care and high expectations of the staff that support them. We aim to create the foundations for children to become successful, happy, confident, independent learners.

Address: Littleworth Common Road, Burnham, Bucks, SL1 8PF

Telephone: 01753644403

Email: office@dropmore.school



About the role

We are looking for a Teaching Assistant (TA) to join our friendly and motivated team in our wonderful infant school. The ideal candidate will put the welfare and progress of children at the centre of everything they do and is able to support our pupils in reaching their full potential.

Salary: Bucks Pay Range 1B Point 6 – 10 (FTE £24,836 - £25,823)

Contract type: Initially fixed term until summer 2027

Working Pattern: Part time

Hours: Friday 8:30-3:30

Starting Date: As soon as possible

How to apply: To apply for this position please fill out the application form - BC Application Form for Non-Teaching which can be found with this posting

Closing Date: We will consider applications from 28th October

Interviews to be held: Rolling interviews from the 2nd of November. We will withdraw the application process early if a suitable candidate is found.

Visits to the school are encouraged and warmly welcomed. Please contact the school office to arrange an appointment.

Dropmore is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to Nacro guidance and the guidance issued by the Ministry of Justice (see, in particular, the section titled 'Exceptions Order').

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. All shortlisted applicants will be required to complete self-disclosure form and return prior to interview.

Teaching Assistant

Job Description and Person specification



Job Description

Support for pupils

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assisting with the development and implementation of support plans and personal care programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for teachers

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, laminating, filing etc

Support for the curriculum

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking interventions linked to learning e.g. English, Maths and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.
- To participate in CPD and staff meetings when required.

Professional duties

- Be aware of and comply with the school's policies and procedures relating to Child Protection, Health & Safety, Confidentiality, Whistleblowing, Equalities and Staff Code of Conduct, reporting all concerns to the appropriate person.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Assist with minor accidents applying first aid and entering details of incidents in the First Aid & Incidents log book.
- Administer prescribed medication in accordance with written parental instruction and in line with the School's policy and procedure, ensuring security of medicines at all times.
- Care appropriately for children taken ill whilst at school and contact parents after discussion with and under the guidance of the teacher or Headteacher.
- Assist children who require cleaning and/or changing following slips and trips, sickness, soiling etc.
- Provide information for, and contribute to the annual review process and/or case conferences when required.
- Arrange for other TA/LSAs to cover duties when absent and cover for absent staff when necessary.
- Assist with the supervision of pupils out of lesson time, including breaktime, when appropriate.
- Demonstrate positive attitudes, values and behaviours.
- Contribute to the overall ethos and aims of the school.
- Be committed to improve own practice, through reflection and self-evaluation and by attending relevant courses, training and other learning activities (e.g. INSET or Twilight sessions).
- To participate in the school's Performance Management process.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To assist in the general care of the school environment by undertaking tidying of general areas.
- Accept any other reasonable duties, responsibilities or tasks which the Headteacher may require

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The duties of this post will be reviewed annually.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications and Experience	• Experience of working with children in a school, either paid or voluntarily. • A good standard of written and spoken English and Maths skills	• Childcare qualifications • First Aid Certificate • Understanding of phonics • Child Protection training • Experience of working with children with SEND
Professional Skills	• Basic understanding of child development and learning • Understand classroom roles and responsibilities • Demonstrate sound IT skills to support teaching and learning	• Basic understanding of the National Curriculum expectations for Maths and English
Communication Skills	• Good interpersonal skills • Work constructively as part of a team • Communicate effectively both written and oral with children and adults. • Ability to quickly establish respectful, trusting and productive working relationships with pupils, parents, colleagues and other professionals. • Ability to provide timely and accurate information as required.	• To understand the roles of other people working in a school.
Personal Qualities	• Resilient • Sensitivity and warmth, flexibility, and a good sense of humour • Excellent organisational and time management skills • Ability to follow instructions • Ability to maintain confidentiality • A positive attitude to change • An excellent record of health and attendance • Willingness to work with children of all abilities and backgrounds • A commitment to promote and safeguard the welfare of all children. • A commitment to continuous professional development	• Understand and support the differences in children and adults and respond appropriately • Understand and implement the school behaviour policy • Understand the importance of physical and emotional wellbeing • Basic understanding of Health & Safety legislation • Understanding of child protection requirements in school
General	• Driving Licence • Access to motor vehicle for own use.	