Leehurst Swan School

TEACHING ASSISTANT

CANDIDATE PACK

THE SCHOOL

At Leehurst Swan, our pupils are at the heart of everything we do. We recognise the uniqueness of each child and it is our privilege to guide them on the road to discovering their talents and achieving their true potential. We offer a family-friendly, nurturing environment and a broad and varied education which both stimulates and challenges. We seek to encourage a true enthusiasm for learning, and to help pupils grow in knowledge, wisdom and understanding, whilst preparing them for their future beyond school.

We have been educating children on this site for over 100 years and our academic record is very strong. However, we also firmly believe learning should be imaginative and fun, and we place learning and laughter at the heart of all that we do. We are a small school, which allows us to provide individual attention, exciting opportunities and creative activities for all our children, so they can find their voice and receive the best preparation for their future beyond school.

Leehurst Swan is structured into three phases — Lower, Middle and Upper — so that every child is supported in the way that suits their stage of development, learning and confidence. The Lower School is from Reception to Year 4. The Middle School is Year 5 to Year 8. The Upper School is Year 9 to Year 11.

THE ROLE

This is a permanent, part time, teaching assistant position. This role reports to the Head of Learning Support and also works closely with the class teachers to support access to learning for pupils. The school offers competitive salary remuneration dependent on experience, with paid holiday, pension scheme membership and free on-site parking.

APPLICATION PROCESS AND IMPORTANT DATES

Applicants should download and complete the following documents from the school website:

- The application form;
- Write a covering letter highlighting any strengths and reasons for applying for the post;

Applications should be emailed to Mrs Bridget Wright, Deputy Head on b.wright@leehurstswan.org.uk

Applicants must be willing to undertake a full enhanced DBS check, complete a health declaration form and be willing to undertake any screening for child protection reasons.

Closing Date for Applications: Friday 30th October 2026

Interview Date: Wednesday 11th November 2026

Start Date: 4th January 2027

Job Description – Teaching Assistant

To work under the direct instruction of the class teacher and SENCO, usually in the classroom with the class teacher. This may involve listening to reading; helping with language development, mathematics and other areas of learning as well as working with individual children or small groups as directed.

Duties and Responsibilities:

- Provide a happy, stimulating, safe, and secure environment where all children are encouraged to meet their potential and where their physical, emotional, and intellectual needs are met.
- Establish good relationships with the children, responding appropriately to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage children to act independently as appropriate.
- Contribute to the management of pupils' behaviour.
- Supervise pupils outside during all playtimes, unless wet play, when supervision will be inside.
- Assist at lunchtime, encouraging the pupils to eat their lunches
- Provision of emergency first aid as and when necessary.
- Maintain strict confidentiality of all information belonging to the School. It is important, and a condition of employment, that all information of any kind is treated as confidential and not disclosed or used other than as authorised and in the proper performance of the School's business.
- Contribute to the health and safety of pupils and other staff by following Health and Safety regulations.
- Comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the School.
- Develop positive and constructive relationships and communicate with other agencies/professionals.
- Take responsibility for your professional development, continually keep updated and contribute to the School as a learning organisation.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Flexibility to work outside of normal working hours on occasion, for meetings, training, school open days, events etc.
- Attend INSET training to further professional development and understanding.

Person Specification

The successful applicant will have experience of working as a Teaching Assistant and have a commitment to fostering a love of learning for all children and should possess the following experience, qualifications and qualities:

- Level 3 or higher qualification in childcare desirable
- Experience in working with KS3 pupils.
- Good literacy, numeracy and IT skills with good written communication skills;
- Ability to organise activities for children and adhere to defined standards;
- A commitment to the provision of high-quality childcare;
- A positive approach to learning and gaining new skills through teamwork and training;
- Commitment to the highest standards of child protection and safeguarding;

Personal attributes

- Professional and flexible approach to work;
- Good organisational, record keeping and planning skills;
- Well-motivated & able to work on own initiative and as part of a team;
- Able to communicate effectively with children, colleagues and parents/carers;
- Ability to use own initiative and judgement to solve problems;
- Able to meet the physical demands of the post;
- Calmness, efficiency, and the ability to work under pressure;
- Positive and can-do attitude.

Hours:

Term time only (36 weeks plus INSET days), Monday to Friday. Part time hours to be discussed.

Benefits:

- The School operates a fee remission package for children of staff members, subject to their meeting the Schools' admissions criteria.
- Training opportunities for personal and professional development.

Appointment is subject to satisfactory pre-employment checks, including references, identity, right to work, enhanced DBS, barred list check where applicable, and medical fitness.

Leehurst Swan School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.