

Job Pack: Senior Teaching Assistant (EYFS)



Holme Community School

North Road, Holme

Carnforth, Lancs.

LA6 1QA

(01524 781205)

admin@holmeschool.cumbria.sch.uk

'Happy Children Succeed...'

Dear Applicant,

Thank you for your interest in working at our wonderful school.

We are looking for a passionate and creative senior teaching assistant to join our happy and inclusive school community. This post is being offered on a permanent basis for 30 hours a week (8.45am–3.15pm) as a senior teaching assistant, then supporting after school club for an additional 6 hours a week from 3.15pm–4.45pm, Monday to Thursday.

At Holme, we pride ourselves on high-standards of behaviour, pastoral care, progress and achievement. We want the best for every child in our school, so we are looking for an experienced teaching assistant who can inspire children, who will go the extra mile, will make learning exciting, meaningful and motivational; supporting every child to succeed regardless of their barriers to learning. The successful applicant will be knowledgeable about the Early Years, and have experience of pre-school provision: planning and delivering exciting learning opportunities that promote strong development. We are also looking for someone who is skilled at adapting learning for SEND children and will have a track record of supporting pupils to make sustained progress. As a senior teaching assistant, you will need to be highly motivated, take initiative, be a positive role model and always be seeking ways to improve your practice.

In this role, you will take responsibility for developing areas of continuous provision, delivering small group inputs including teaching phonics, and engaging in high-quality interactions with children to develop their interests, vocabulary and learning. The successful applicant will also support lunchtimes for thirty minutes each day promoting positive play. As this is a permanent post we are looking to the long-term needs of the school. Therefore, we'd welcome applications from people with experience in one or more of the following areas:

- ◆ Supporting children with additional needs
- ◆ Delivering pre-school provision including leading inputs
- ◆ Assessing children through the Early Years
- ◆ Developing outdoor learning

If you love working with children, and you're committed to doing what it takes to help every child succeed, then we'd welcome an application from you.

With best wishes,

Craig Dewar-Willox, Headteacher

About our School...

Holme Community School is an exciting place for children aged 3 to 11 years old to learn and grow.

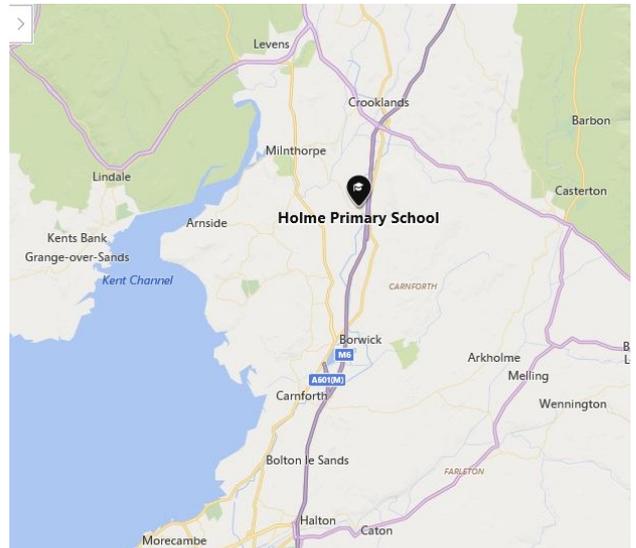
It opened in 1911 and has a proud history of being at the heart of the community as a popular and often over-subscribed school.

Whilst schools should never be judged by assessments alone, we are proud that our results in all areas exceed local and national averages. Our recent OFSTED inspection (February 2024) stated that, *'Pupils, and their parents and carers are proud to be part of this welcoming school community'*.

Holme is an expanding village in South Cumbria. It is located close to the M6 motorway and about 10 miles south of Kendal. The school itself is close to the centre of the village and adjacent to Lancaster Canal.

The school building has been extended and developed over the years. The school comprises of 6 main classrooms, a hall, library, and a sensory room. Outside, we are blessed with lots of space: a large field which is overlooked by Farleton Knott, a multi-sports court, a large outdoor area for EYFS, an outdoor classroom, playground and a play park which we share with the village.

You can find out more about our school on our website and facebook page.



Key Policies...

At Holme Community School we are committed to safeguarding children and protecting them from harm, whilst promoting their emotional wellbeing. We believe in equity, inclusion and promoting diversity. All candidates should read the following policies:

Safeguarding and Child Protection Policy

Equality Policy and Objectives

SEND Policy

These can be found here: <https://www.holmeschool.cumbria.sch.uk/key-information/policies>

The Job Advert...

Job Title	Senior Teaching Assistant + After School Club Assistant
School Name	Holme Community School
School Address	North Road, Holme, Carnforth, Lancs LA6 1QA
School Telephone Number	01524 781205
Employer	Westmorland and Furness Council
Salary	PCD7 —Scale Point 12—£28,598 (pro-rata – term-time only) 36 hours per week
Closing Date for Applications	Thursday 16th April

We are looking for a passionate and creative senior teaching assistant to join our happy and thriving school from the 1st June 2026.

We offer:

- ◆ Well-motivated, well-behaved children who have a thirst for knowledge.
- ◆ A friendly and hard-working staff team who support each other.
- ◆ A supportive Governing Body and Headteacher, committed to reducing workload to enable everyone to focus fully on delivering wonderful opportunities for children.
- ◆ A commitment to your professional development.
- ◆ A focus on the happiness of every child and every member of staff.
- ◆ A well-resourced, forward-looking school where staff are given the professional freedom to innovate with teaching and learning.
- ◆ An inclusive school with an ethos which puts the children at the very heart of all our decisions.

We are looking for:

- ◆ Someone with high expectations of themselves and the children they teach.
- ◆ Someone who is self-motivated, acts on initiative and with the ability to motivate, inspire and challenge children.
- ◆ Someone who will go the extra-mile for our children and our school.
- ◆ Someone who is a great team player, cares about children and has a great sense of humour.
- ◆ Someone with a track-record of supporting children to succeed through highly effective SEND adaptive practice.

We'd welcome applications from people with experience in one or more of the following areas:

- ◆ Supporting children with additional needs
- ◆ Delivering pre-school provision including leading inputs
- ◆ Assessing children through the Early Years
- ◆ Developing outdoor learning

We are committed to the safeguarding and welfare of all children and we expect all staff to uphold this commitment. Appointments will be subject to satisfactory checks with the Disclosure and Barring Service and suitable references.

Applications should be made on the Westmorland and Furness Application Form with a covering letter on one side of A4 which highlights the impact of your work. **Interviews will take place on Monday 20th April.**

Visits to the school are encouraged. Please contact the school office to arrange a convenient time.

The Job Description

Purpose

- Within an agreed system of supervision, work with teachers to support teaching and learning, providing specialist support to maximise pupil development and achievement.
- Roles at this level will be expected to carry out specified work. Senior Teaching Assistants may also supervise whole classes during the short term absence of teachers in unforeseen / unplanned circumstances.

Key responsibilities

1. Provide and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess record and report on pupil development progress and attainment to the teacher against pre-determined learning objectives using detailed knowledge and specialist skills to support pupils learning.
3. Share information about pupils with other staff, parents/carers, internal and external agencies attending and contributing to meetings, reviews and IEPs as appropriate.
4. Support pupils social emotional and physical wellbeing, reporting concerns to the appropriate person.
5. This role will be expected to undertake at least one of the following:
 - a) Provide specialist support to pupils with learning, behavioural, communication social sensory or physical difficulties.
 - b) Provide specialist support to pupils where English is not their first language.
 - c) Provide specialist support to gifted and talented pupils.
 - d) Provide specialist support to all pupils in particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subjects, EYFS).
6. Have knowledge of, and comply with, all school policies and procedures including code of conduct, child protection, health and safety, security, confidentiality and data protection, reporting all concerns to a nominated person.
7. Advise, support and guide the work of other staff, demonstrating own duties in particular specialist areas.
8. Administer medication in accordance with an agreed plan under direction of the Headteacher and following appropriate training/healthcare plan.
9. Escort and supervise pupils on out of school activities using own initiative to deal with issues that arise and maintaining good order and standards of behaviour.
10. Within the context of school behaviour plans and policies, use discretion and initiative to deal with unanticipated issues and encourage pupils to take responsibility for their own behaviour.

The Job Description...

Staff Management Responsibilities

- Some supporting / guiding of less experienced staff if required.

Resources Responsible for

- Daily Maintenance of Moving and Handling Equipment, class chairs and standers.
- Specialist equipment according to specialism e.g. reading intervention resources, communication aids, education plans, IT equipment.
- Accessing and collating some information.
- Collecting small amounts of money in home school context (rarely).
- Equipment – stock control (rarely).

Job Working Circumstances

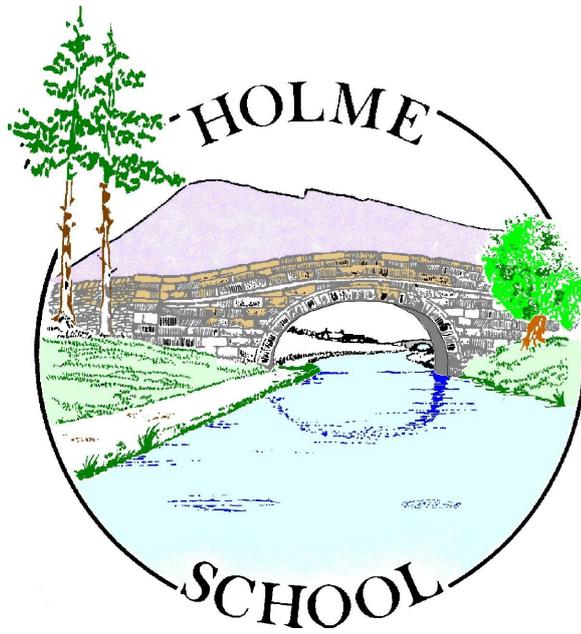
- The Job Working Circumstances for this post group are assessed on an individual basis using the JWC guidance document for Schools and School services.
- Examples may include:
 - o work with pupils with severe and complex learning difficulties and associated disabilities including those with challenging behaviour
 - o provide support and communication strategies as required e.g. PECs, signing, prescribed physiotherapy programmes, Team Teach, use of specialist aids and equipment.
 - o in accordance with an agreed healthcare plan and following appropriate training as directed by the Head undertake medically invasive techniques such as feeding through gastrostomy tubes, use of nebulisers, oxygen administration, administration of medication.

Person Specification...

	Essential	Desirable
Qualifications	QCF recognised relevant Level 3 in Early Years.	English, Maths at GCSE Grade 4 or above Paediatric First Aid.
Knowledge	Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children. Working knowledge of Early Years Foundation Stage curriculum and other relevant learning programmes/ strategies. Understanding of principles of child development, development milestones and learning processes. Knowledge of trauma informed practice.	Knowledge of SHREC approach to high-quality interactions. Knowledge of allergy management.
Relevant Experience	Working with or caring for children and young people. Experience of planning and delivering creative learning through continuous provision. Experience of assessing children through Early Years.	Experience of planning and leading pre-school provision (including for rising 3s). Experience of using the outdoors to enhance learning. Experience of teaching early phonics and early maths groups.
Skills	Ability to self-evaluate learning needs and actively seek learning opportunities. Good organizational, written and verbal communication skills. Ability to relate well to children and adults. Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these. Able to prioritise tasks and act on own initiative. Able to motivate and encourage children to develop to their full potential with positivity. Ability to make learning practical/creative.	
Other	Committed to safeguarding, inclusion and equality.	Requirement for some out of school and/or out of term working to support specific activities or events as appropriate.

To apply for this role please complete the Westmorland and Furness Council application form and submit it with a covering letter (1 side of A4 maximum) outlining how you meet the person specification and what you could offer to our school.

Deadline: Thursday 16th April at Noon



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