



Balcombe C E (C) School

London Road, Balcombe, West Sussex, RH17 6HS

Headteacher: Wendy Millbanks

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1. General Details

TITLE OF POST: EARLY YEARS TEACHING ASSISTANT INCL LUNCH COVER

HOURS: MONDAY TO FRIDAY 12.15 TO 3.15

START :SEPTEMBER 2025

SALARY GRADE: 3

APPLICANTS MAY APPLY FOR MORE THAN ONE ROLE



We are very proud of our school and committed to providing a safe, supportive and stimulating learning environment, in which all children achieve their best and are recognised for their successes.

Staff, Governors, parents and members of the community work in partnership to ensure that the provision for the children is of the highest quality and that our pupils leave us not only equipped with all the skills needed for the next step in their learning journey, but as confident individuals who care about themselves and others.

Balcombe Primary School is a five class school, currently providing an excellent education for 140 pupils. The building is old, but well cared for and provides for a

bright and cheerful environment. The grounds incorporate a ball court, stage, pond and wild area, which is also used to enhance learning. Our pupils are highly motivated and love coming into school. We are a member of the Hurst Education Trust, which benefits both pupils and staff in terms of opportunities offered and support provided to ensure our provision is outstanding.

2. Purpose of the Role

We are looking for a teaching assistant to work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, in the outdoor learning area or the wider grounds.

3. General Duties

SUPPORT FOR PUPILS

- Supervise and provide support for pupils, including those with additional needs, ensuring their safety and access to learning activities and playtime opportunities
- Assist with the development and implementation of Individual Learning/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils, in lessons and at playtime
- Encourage pupils to interact with others and engage in activities led by the teacher, or older pupils at play time.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Assist and supervise children during lunchtimes.
- Monitor the wellbeing of all pupils and report any concerns in a timely fashion in accordance with our safeguarding policies and procedures.

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Develop opportunities for cross phase play
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning and play activities/teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with 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 difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Provide supervision for pupils out of lesson times, including playtimes and at lunchtime
- Facilitate games and encourage children to interact positively with each other.
- Monitor behaviour and follow our behaviour policy if incidents occur.
- Assist with setting up the hall for lunch if necessary and put tables/chairs away after lunch.
- Administer basic first aid
- 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.

3. Responsible to :

- Headteacher

Balcombe CE Primary School considers safeguarding to be of paramount importance.

The School is committed to safeguarding and promoting the health, safety and welfare of all children, young people, their families and staff. This means that everything we do is designed to promote the safety and well-being of the children we work with, as well as that of children and young people in general.

Closing date for applications – 09/06/2025

Interviews – W/c 16th June

Vacancy description correct at the time of advertising positions

Person Specification

Essential

- Experience of working with children in an educational setting.
- Commitment to the role.
- Calm, friendly manner.
- Able to multi-task and show flexibility.
- Genuine passion for working in education.
- Positive approach to problem solving and ability to use initiative.
- Maths, English GCSE or equivalent.

Desirable

- Previous experience working with EYFS.
- Confidence with using IT.
- Interested in further development and training.
- Interest in learning outdoors.
- Ability to work additional hours periodically to help cover staff absence.