



Malin Bridge
Primary School

Teaching Assistant Level 1

Applicant Pack



Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	11:59pm on 2 March 2025
Interviews to be held:	Week commencing 17 March 2025
To start:	14 April 2025

We are seeking to appoint an enthusiastic and committed Level 1 Teaching Assistant to cover a maternity leave for a year or until the early return of the postholder in our Nursery.

The successful candidate will work across both of our Nursery bases. "Stepping Stones" which is a self-contained 20 place nursery for 2-3 year olds and "The Bridge" which is a self-contained 30 place nursery for children aged 3+, both of which are full with eager, warm and friendly children.

The role will involve working closely with the EYFS Leader and team:

- To establish rapport and respectful, trusting relationships with the children, acting as a role model and setting high expectations.
- To supervise and provide dedicated support for the children.
- To provide feedback to the parents in relation to progress and achievement, under the guidance of the teacher, in line with School Policy

Role summary

Post title:	Teaching Assistant Level 1
Profile:	LD2
Grade:	Grade 2
Grade spinal point range:	SCP 3
Salary:	£24,027 - £24,404 (pro rata £20,247 - £20,565)
Accountable SLT post:	Deputy Headteacher
Line manager (if different):	Nursery Lead
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	Other teaching and support staff.
Holiday and sickness relief:	Others within the team.
Purpose of post:	To work under the direct instruction of senior staff, in the nursery with the other teaching/support staff to support access to learning for pupils and provide general support to the teacher in the management of pupils and the nursery.

Version revised:

January 2025

Contract:

Temporary until April 2026
Maternity Cover 36.25
hours/39 weeks



Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

Duties will include, but not be limited to:

Support for the pupils

- Assist in the daily care routines of children, including feeding, toileting, and hygiene.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.

Support for the teacher

- Support the Lead Teacher in planning and delivering engaging, play-based activities aligned with the Early Years Foundation Stage (EYFS) framework.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Encourage children's language, social, and motor skills development through interactive play.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc.

Support for the curriculum

- Support pupils to understand instructions.
- Maintain a clean, organized, and stimulating classroom environment.
- Set up and tidy away resources and equipment for activities.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Promote positive behaviour and reinforce nursery routines.

Support for the trust/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.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Teaching Assistant Level 1

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Understanding of principles of child development and learning processes.		✓	AF/I
Ability to relate well to children and adults.	✓		I
Work constructively as part of a team, understanding nursery roles and responsibilities and own position within these.	✓		I
Previous experience in a nursery or early years setting.		✓	AF/I
Knowledge of the EYFS framework is an advantage.		✓	AF/I
Sound speaking and listening skills.	✓		I
Can manage the behaviour of pupils in a reasonable manner.	✓		I
Has a caring positive attitude towards pupils welfare.	✓		I
Has a good knowledge of pupils with special educational needs.	✓		I
Can maintain trust and confidentiality where appropriate.	✓		I
Can assist the school in forming a partnership with parents.	✓		AF/I
Have sufficient practical and organization skills to contribute to the preparation and management of educational resources.	✓		I
Can complete and maintain pupils records.	✓		I
Appropriate language skills.	✓		AF/I
Qualifications			
NVQ for Teaching Assistants or equivalent qualification or experience desired.		✓	AF/I

Good literacy & numeracy skills – GCSE Maths and English grade 4 or above	✓		AF/I
Other skills			
Can allocate some contractual time to after school staff meetings when appropriate.	✓		AF/I
Can allocate some contractual time to the whole of, or part of, staff training days when appropriate.	✓		AF/I
Can maintain personal presentation that sets high standards for the pupils.	✓		AF/I
Can work within the spirit of Trust/School Policies to do with Equal Opportunities, Child Protection, Health & Safety, Finance, Smoking etc.	✓		AF/I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2 – 11 year olds in the North West of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: www.malinbridge.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best



educational thinking and practice.

Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



A **collaborative environment** encouraging knowledge sharing and support.



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Term-time only contract postholders have the freedom of having **school holidays** off.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Sophie Marston (HR Administrator) at: smarston@chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 2 March 2025.
- Interviews to be held: week commencing 17 March 2025.

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

