St Peter's
BUDLEIGH SALTERTON CHURCH OF ENGLAND PRIMARY SCHOOL

Teaching Assistant required for start ASAP

Fixed Term Appointment

Are you looking to make a genuine difference in children's lives? Do you want to join a school known for its exceptional culture and supportive team? We are looking for a **Teaching Assistant** to join St Peter's, a popular and thriving school in the heart of Budleigh Salterton.

This role is a fantastic "foot in the door" for anyone looking to build a career in education, to gain high-quality experience, or for a job beyond this fixed-term contract.

The Role

You will work in a Reception classroom, as a general assistant, but also working closely with a pupil, focusing on supporting them to achieve their personal learning goals. Your support will be the key to this pupil successfully accessing the curriculum. You will also be covering as a lunch time supervisor.

Why Choose St Peter's?

We are proud of our "warm/strict" culture—a balance of high expectations and deep care that makes us a popular choice for both staff and families.

- **A Stepping Stone:** Many of our staff use these roles as a springboard into teaching careers or for a job beyond this fixed-term contract.
- **Expert Training:** We provide full training on regulation strategies and pastoral support.
- **Supportive Team:** You will be part of a strong staff team with a comprehensive development package.

The Details

- **Hours:** noon until 15:15 Mon to Friday and 08:45 – 15:15 Wednesdays.
- **18.75** hours per week. Subject to funding, this could increase.
- **Contract:** Fixed term (linked to funding).
- **Pay:** £13.05 per hour (Grade B).
- **Requirements:** You must be proficient in Maths and English (GCSE Grade D/4 or equivalent) and have a natural ability to relate well to children.

How to Apply

Please download the application form from our website: https://www.st-peters-school.org.uk/about-us/vacancies/.

- **Application Deadline:** Friday 13th November 2026 @ noon.
- **Start Date:** ASAP

Completed forms should be emailed to **Steve Hitchcock (Headteacher)** at **head@sps1.org.uk**.

Safeguarding

St Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Pre-employment Checks: The successful applicant will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide satisfactory references including an online media check. In accordance with statutory guidance, all shortlisted candidates will be required to complete a self-declaration of their criminal record and provide any information that may make them unsuitable to work with children.

Our Policy: Please review our Child Protection Policy before submitting your application. This post is exempt from the Rehabilitation of Offenders Act- https://st-peters-school.org.uk/key-information/policies/

Teaching Assistant Job description

PURPOSE OF JOB

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. Work might occasionally, but not regularly, take place outside the main teaching area.

MAJOR RESPONSIBILITIES

To work under direct supervision/instruction to support access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Working one to one and occasionally with small groups, including teaching Read Write Inc phonics.
- Undertaking general clerical/organisational support for the teacher
- Being adaptable and flexible to meet the specific needs of an individual pupil

DUTIES

Support the teacher by:

- Preparing the classroom as directed for lessons and clearing afterwards
- Assisting with the display of pupils work
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
- Undertaking pupil record keeping as requested
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual pupils, general literacy/numeracy
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed
- Invigilating/administering routine tests/exams
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Supporting pupils by:

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning
- Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate

Support the curriculum by:

- Supporting pupils to understand instructions
- Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS1/2, early years etc. as directed by the teacher
- Supporting pupils using ICT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required

PERSON SPECIFICATION

TITLE Generalist Teaching Assistant
(Level 1)

GRADE **B**

Category	Requirements	Essential/ Desirable	Method of Assessment[1]
Education/Training	Good numeracy/literacy skills - GCSE or equivalent D or better.	Essential	A
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
Experience	Working with or caring for children of relevant age	Essential	A, I
Skills/Abilities	Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	Essential	A, I
	Ability to relate well to children and adults, showing flexibility, sensitivity and self reflection	Essential	A, I
	Playful and intuitive	Essential	I
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	Essential	A, I

[1] Key for Method of Assessment:
A – Application I – Interview