

Chaloner Primary School

Teaching Assistant

Salary: Level 2: Grade C- 6-7 (£20,578 - £20,906 Actual Salary)

Closing Date: Monday 28th September 2026

Interviews: Thursday 1st October 2026

Start date: Monday 5th October 2026

Contract Type: Fixed Term

Working Pattern: 32.50 hours per week

Location: Guisborough

Preferred Route for Application: Employer's Application Form, Candidates to contact employer for application form



We are seeking a highly motivated, competent and enthusiastic Teaching Assistant to join our Early Years teaching team. Candidates will need to possess both initiative and creativity and be proven effective team members.

Chaloner Primary is a good school with happy and enthusiastic children and adults. We achieve high academic standards through a carefully planned progressive curriculum which is creative, fun and purposeful.

We can offer you:

- An ethos of kindness and respect- which is evident in the everyday life of the school
- Pupils who are enthusiastic and eager to learn.
- Wonderful families who want to work with us.
- A beautiful and well-resourced learning environment.
- A talented and dedicated team of colleague to work with and learn from.
- A commitment to your professional and personal development.

The successful candidate will:

- Be an excellent practitioner.
- Have high expectations of behaviour (including learning).
- Have the ability to inspire and be a positive role model.
- Be caring and determined to make a difference.
- Be passionate to develop in your individual practice and within a team.
- Be a reflective practitioner, responding well to advice.
- Communicate effectively with adults and children.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance (certificate of disclosure form from the Disclosure and Barring Service). Pre-employment checks including an online and social media search (KCSIE) will be undertaken before an appointment is confirmed.

The post will be based in Chaloner Primary School however, the Trust reserves the right to require you to work at other schools within the Trust. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.

If this sounds like you and you would like to join Chaloner Primary School, please look carefully at the following materials and complete the application form.

Visits to the school are welcomed; please contact the school office to arrange a time.

You can download an application pack from our school website. Alternatively, ask for an application pack from our school office. All applications must be on the supplied proforma; we will not accept CVs. All completed application forms can be returned to the school by hand or by email to office@chaloner.lingfieldtrust.org.uk

Closing Date: 28th September 2026 at 12.00 noon

Shortlisting: 29th September 2026

Interviews: 1st October from 9.00am

If you are not contacted on/after the shortlisting date, please assume that you were unsuccessful in being shortlisted this time.



JOB DESCRIPTION

POST:		Teaching Assistant
GRADE:		Grade 6 (SCP 6-7)
RESPONSIBLE TO:		Headteacher
STAFF MANAGED:		None
JOB PURPOSE:		To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. To support and enhance children's learning and development across our early years setting, working with individual children and small groups. Duties include planning, preparing and delivering engaging, play-based learning opportunities, supporting children's personal, social and emotional development, and observing, assessing, recording and reporting on children's progress and achievements. This work is carried out under the guidance of the class teacher and in line with the Early Years Foundation Stage framework to promote positive outcomes for all children.
ACCOUNTABILITIES / MAIN RESPONSIBILITIES		
Supporting Learning & Development	• Deliver learning experiences and activities planned by the class teacher, supporting children's learning through a balance of adult-led and child-initiated play, while promoting positive behaviour and engagement. • Within an agreed framework of supervision, contribute to the planning and preparation of stimulating early years learning opportunities, deliver activities, and adapt provision in response to children's interests, developmental needs and learning outcomes. • Observe, monitor, record and evaluate children's learning and development through a range of assessment methods, including observations, learning journeys and formative assessment, against EYFS learning and development goals. • Interact with children in ways that promote curiosity, language development, critical thinking and independent learning, supporting them to become confident and active learners. • Support the development and implementation of positive behaviour strategies, helping children to regulate their emotions, develop self-control and build positive relationships with others. • Promote children's personal, social and emotional development, supporting their wellbeing through nurturing interactions and planned programmes that encourage healthy lifestyles, physical development and emotional resilience. • Encourage and motivate children to develop independence, confidence, resilience and a positive self-image through praise, encouragement and appropriate challenge. • Contribute to the implementation and monitoring of systems relating to attendance, safeguarding, transition and inclusion, ensuring all children feel safe, valued and fully engaged in school life. • Support the creation and maintenance of an engaging, inclusive and stimulating learning environment, both indoors and outdoors, that reflects children's interests and promotes high-quality play and exploration.	

	• Work collaboratively with teachers, families and other professionals to support children's learning, development and wellbeing, ensuring a consistent and child-centred.
Communication	• Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access to learning and support home to school and community links. • Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of pupils.
Sharing Information	• Provide objective and accurate feedback and reports on pupil attainment, progress and other matters, ensuring the availability of appropriate evidence. • Participate in meetings with other staff, external professionals, and parents, regarding pupils, in a support capacity to the teacher, who will normally lead on such matters. • Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality. • Share information about pupils with teachers and other professionals as required.
Safeguarding and Promoting the Welfare of Children/Young People	• Assist pupils with personal hygiene and welfare, including physical and medical needs, whilst encouraging independence. • Be responsible for promoting and safeguarding the welfare of pupils that you are responsible for and come into contact with, reporting concerns as appropriate.
Administration/Other	• Organise and manage an appropriate learning environment and resources. • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance and making phone calls. • Under the guidance and supervision of a class teacher be responsible for marking the register when covering classes. • Participate in training and appraisal.
Data Protection	• To comply with Lingfield Education Trust's policies and supporting documentation in relation to GDPR - this includes Data Protection, Information Security and Confidentiality
Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • Work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	• Promote inclusion and acceptance of all pupils. • Ensure services are delivered in accordance with the aims of the Equality Policy Statement. • Develop own and team members understanding of equality issues.
Lingfield Education Trust	• To comply with wider Trust policies and procedures as well as Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety matters in order to protect both yourself and others.

	<i>These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust Board may determine.</i> PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY. The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post will be based in Chaloner Primary School however; the Trust reserves the right to require you to work at other schools in the Trust depending on the needs of the business. As part of Lingfield Education Trust, there are exciting opportunities to work across the Trust and for career progression.
Date of Issue:	September 2026

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DBS CHECK BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.



PERSON SPECIFICATION - Teaching Assistant

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Knowledge	Knowledge
• Good understanding of child/young people's development and learning processes – (AF, I, R) • An understanding that children/Young people have differing needs and knowledge of inclusive practice (AF, I, R)	• Knowledge of Behaviour Management techniques (AF, R, I) • Knowledge of Child Protection and Health & Safety legislations and procedures (AF, R, I) • Understanding of Special needs, particularly ASD (AF, I)
Experience	Experience
• Experience of working with children in an education setting, including with special needs (AF, I, R)	• Experience of delivering evidence based interventions that accelerate learning (AF, R, I) • Experience in a relevant specialism e.g. Art/Music/Sport (AF, R, I) • Experience of working with children with significant communication difficulties (AF, I, R)
Occupational Skills	Occupational Skills
• Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable timeframe (AF, R) • Good written and verbal communication skills: able to communicate effectively and build good relationships with all teachers, children, young people, families and carers (AF, I, R, T)	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Qualifications	Qualifications
• Grade C English and maths at GCSE or equivalent (AF,C) • Level 2 TA qualification • EYFS Qualification	• Paediatric First Aid Training (AF, C) • Level 3 TA qualification
Personal Qualities	Personal Qualities
• Demonstrable interpersonal skills (I, R) • Ability to work successfully in a team (AF, I, R) • Able to exercise discretion and judgement (AF, I, R) • Confidentiality (AF, I, R) • Flexibility (AF, I, R)	• Creativity (AF, T, I)
Other Requirements	Other Requirements
• To be committed to the school's policies and ethos (AF, I, T) • To be committed to Continuing Professional Development (AF, I, R) • Motivation to work with children and young people (AF, R, I) • Ability to form and maintain appropriate relationships and personal boundaries with children and young people (AF, R, I) • Emotional resilience in working with challenging behaviours and attitudes (AF, R, I) • Ability to use authority and maintaining discipline (AF, R, I) • Enhanced DBS (D) • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post (I)	

Key – Stage identified	
AF	Application Form
C	Certificates
O	Observation
I	Interview
T	Task
R	References
D	DBS Disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references