



BROMSGROVE SCHOOL

WINTERFOLD

PREP • PRE-PREP • NURSERY

TEACHING ASSISTANT EARLY YEARS

Job description

Purpose:	<ul style="list-style-type: none"> To ensure a high quality learning experience that provides pupils with the opportunity to achieve their potential To undertake an appropriate teaching commitment and associated duties in accordance with school policy To contribute to games coaching
Reporting to:	Headmistress
Responsible for:	Pupils and school resources
Liaising with:	Academic and Pastoral Deputy Heads and Head of Key Stages
DBS check:	Enhanced level
Working time:	Full-time.
Salary:	Level 3

HOURS OF WORK: 5 days in total

Mon to Fri 8.30am – 3.30pm., term time only plus four weeks of holiday club during school holiday periods.

Salary : £ 12.81 per hour (Level 3 qualification)

Pension: A contributory pension scheme is available up to 7%.

Entitlement: Statutory sick pay only in the first twelve months of service. Following this, one year of service, one week of full pay (pro-rata); two years of service, three weeks of full pay (pro-rata); three years of service, five weeks of full pay (pro-rata); four years of service, eight weeks of full pay (pro-rata). Eight weeks (pro-rata) is the maximum entitlement.

Benefits: Free lunch provided daily and free car parking.

LEARNING AND TEACHING

1. Assist pupils in all areas of school life according to their educational needs
2. Communicate effectively and professionally with parents on pupil progress and welfare, after consultation with appropriate staff
3. Liaise with the Pastoral Deputy Head to ensure the implementation of the school's pastoral system, including the identification of any perceived pupil difficulties and possible resolutions
4. Share in the management of the behaviour of pupils
5. Contribute to the planning, discussion and meetings with external agency staff where appropriate
6. Work with the Games department to assist in coaching and fixtures
7. Help with data input

PERSONAL AND PROFESSIONAL DEVELOPMENT AND CONDUCT

1. Lead by example and promote and enable teamwork in pursuit of excellence
2. Take part in the school's staff development programme by participating in arrangements for further training and professional development
3. Understand the importance of inclusion, equality and diversity both when working with pupils, parents and colleagues
4. Follow the school's agreed policies for communications in the school
5. Co-operate with other staff to ensure resources are shared and used effectively
6. Be courteous to colleagues and provide a welcoming environment to visitors
7. Take a proactive approach to health and safety in order to minimise and mitigate potential hazards and risks
8. To support the school's safeguarding procedures and undertake regular training as required

GENERAL RESPONSIBILITIES

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities as may be agreed with the Headmistress
- Actively promote the school's policies, procedures and codes of practice

This job description is not necessarily a comprehensive definition of the role and the Teaching Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to them by the Head or other member of the Senior Management Team under the direction of the Head from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

HOW TO APPLY

Please complete the online application form.

Closing date for all applications is Monday 11 May.

The School is committed to safeguarding and protecting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.

Date: April 2026

Headmistress: Mrs Denise Toms