



BPS

BALLIOL PRIMARY SCHOOL

Balliol Primary School

Teaching Assistant – Term Time Only

Application Pack

September 2026

Dear Applicant,

Teaching Assistant

Thank you for your interest in this post.

We are seeking an enthusiastic and patient Teaching Assistant to play a full role in the day to day life of our school. An ability to support children in their learning and their social, emotional and behavioural development is essential to this post.

Whilst this post will initially be based in our Early Years Provision, candidates may need to be flexible and willing to work across the school. Early Years' experience is desirable but not essential.

Also included within this application pack: -

- Background information about the school
- Job advertisement
- Job description and personnel specification

Visits to the school are welcomed.

Applications can be submitted either via post or email to Mrs N King at office@balliolschool.co.uk.

For any further details, please contact Mrs N King on 01234 300601.

I hope this information will encourage you to submit an application.

Yours sincerely,

Louise Youngman

Mrs L. Youngman
Headteacher

Contextual Information

About the School

Balliol Primary School strives to be our local community primary school of choice. We offer an inclusive learning environment which is ambitious for our pupils and prepares them for their future education and beyond.

The Site

Our school lies at the heart of the Balliol estate on the south side of the town of Kempston. We have an extensive site with Pre School (2years+), Nursery (3 years+) and Primary School, all serving our community with pride.

The Staff

Our staff of over 60 includes a senior management team of 5 members, teachers, HLTAs, teaching assistants and pre-school staff. We also have an office team who work in finance, office management, family support and safeguarding. Our site management team is made up of our site agent and four cleaning staff and we have a team of midday supervisors, many of whom also work as Teaching Assistants. The Site Agent plays a key role in the day to day running of the school.

Governance

Balliol governing body is made up of staff, parent, local authority and co-opted governors. We currently have a full governing body with all governors attending monthly full governing body meetings.



Balliol Primary School

Teaching Assistant- Term Time only

NJC Level 2A, Points 3-4, Starting at Point 3

Full Time, 31.25 hours

We are seeking an enthusiastic, and patient Teaching Assistant to play a full role in the day to day life of our school. An ability to support children in their learning and their social, emotional and behavioural development is essential to this post.

Whilst this post will initially be based in our Early Years Provision, candidates may need to be flexible and willing to work across the school. Early Years' experience is desirable but not essential.

This is a great opportunity to become part of a school where all team members are equally valued and where the opportunity for continuing professional development is encouraged.

For further details, please contact Mrs N King on 01234 300601 or
office@balliolschool.co.uk.

**We are committed to safeguarding children and adopt safer recruitment procedures.
Posts are subject to enhanced DBS clearance.**

Balliol Primary School

Job Description

TITLE: Teaching Assistant – Level 2

TYPE OF WORKPLACE: Mainstream School

RESPONSIBLE TO: Classroom Teacher/Headteacher

JOB PURPOSE: Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

MAIN RESPONSIBILITIES:

Support for Pupils

1. To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
2. Under agreed school procedures, to give first aid/medicine where necessary; assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy under the direction of the appropriate specialist.
3. To promote and support the inclusion of all pupils in the learning activities in which they are involved.
4. Whilst there may be a specific requirement to support a named pupil or pupils with a Statement of Special Educational Needs, support to other pupils may also be required, at the direction of the Headteacher.
5. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator

Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
2. To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. To assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

1. To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

Support for the School

1. To work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-Ordinator (SENCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.

4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Headteacher/Manager.

Safeguarding Children

1. Balliol Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

PERSON SPECIFICATION

JOB TITLE:

Teaching Assistant – Level 2

Attributes	Essential	Preferred	Source
Education/ Qualifications	Level 2 teaching assistant/childcare qualification (or willingness to train) GCSE Maths and English or equivalent	Level 3	Application form and certificates
Experience	Experience of working with young people in an education/childcare setting.	2 years' experience of working with children in a school.	Application form
Skills/ Knowledge/ Aptitude	Understanding educational needs of children. Ability to contribute to the planning and development of educational activities. Ability to work collaboratively with others. Ability to work without constant supervision. Ability in the use of IT in a classroom setting	Knowledge of planning and development of educational activities.	Application form/ Interview Application form/ Interview Application form/ Interview Application form/ Interview
Motivation	Willingness to be flexible. Willingness to undertake appropriate further training. Commitment to equality principles		Interview Interview Interview
Physical	Ability to meet the physical needs of pupils.		Interview
Other	Willingness to acquire First Aid Qualification	Current First Aid Qualification	Certificate

