



Teaching Assistant (TA2)



**Dunchurch Boughton
CofE Infant Academy & Nursery**
School Street
Dunchurch
Rugby
Warwickshire
CV22 6PA

Candidate Information

Together, pursuing life in all its fullness

Teaching Assistant – TA2

About the Role

The Trust is looking to appoint an inspirational and highly effective Teaching Assistant who is committed to supporting Dunchurch Boughton CofE Infant Academy & Nursery to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organisation and contribute to its development and growth plans
- We are offering an actual salary of £17,365.05 to £18,508.78 per annum (pay award pending), Scale F Points 7-10 based on 27 hours 55 minutes per week, term time only + 5 training days. FTE salary is £26,403 to 28,142 per annum (pay award pending).
- Working hours are 8.45am to 3.20pm Monday to Friday (with 1 hour unpaid lunch 12.20pm to 1.20pm)
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Suzanne Marson, our Headteacher, directly on suzanne.marson@covmat.org for more information about the post.

Please note the closing date for applications is **Friday 21st August 2026** but may close earlier if a suitable applicant applies. Please apply through My New Term's online application process via the links on our website:

[Vacancies | Dunchurch Boughton CofE Infant Academy and Nursery](#)

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place during week commencing **Monday 24th August 2026** or earlier for a suitable candidate.

Job Description

KEY PURPOSE

Working in our Reception class and under the lead of the responsible teacher, assist and support teaching and learning for pupils, working with identified individuals or groups and assist in providing for general care, safety, and welfare of pupils.

ACCOUNTABILITIES

The appointee will be line managed by the Deputy Head Teacher.

PRINCIPAL RESPONSIBILITIES

- Support pupils' learning in a range of classroom settings, including working with individuals and groups.
- Establish productive working relationships with pupils, acting as a role model, demonstrating positive values, attitudes and behaviour and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage in all activities.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Monitor and provide for the care, safety and welfare of pupils.
- Organise and manage learning activities (including learning environment and resources) in ways which keep pupils safe.
- Monitor and evaluate pupil responses to learning activities using a range of assessment and monitoring strategies, against pre-determined learning objectives.
- Within the school's relationship and behaviour policy, apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment.
- Support the role of parents in pupils' learning and contribute to conversations and meetings with parents to constructively feedback on pupil progress/achievement.
- Deliver learning activities to pupils with an agreed system of supervision, adjusting activities according to pupil responses/needs.
- Be aware of and support inclusion and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils, in liaison with the teacher.

- Contribute to the overall ethos/work/aims of the school.
- To attend relevant CPD as part of training days.
- To provide personal/hygiene support to pupils as required by personal plans.
- To undertake first aid training and provide first aid cover when required.
- To keep informed of school policy and updated information.

Support to teacher:

- Assist with lesson/activity planning, delivery and evaluation.
- Monitor individual/group achievements of key objectives and provide feedback to the teacher.
- Contribute to pupil assessment through observation and reporting.
- Record information relevant to the assessment and review of pupils' progress.
- Support implementation of strategies to manage pupil behaviour and help manage pupil behaviour.
- Active involvement in day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- Liaise with parents/carers, specialist teachers and other professional staff to share and provide information if required.

The list of duties is not exhaustive but outlines and main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Diocese of Coventry Multi Academy Trust, staff will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

STRENGTHENING THE COMMUNITY

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

This will include:

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the Chief Executive reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Grade C GCSE or equivalent in English, Maths and ICT	√		√	√	
2	Relevant NVQ Level 2 qualification	√				
3	Relevant NVQ Level 3 qualification		√	√	√	
4	Relevant training/qualification on specific interventions that enhance pupil learning e.g. Makaton, Speech and Language		√	√	√	
5	Paediatric First Aid qualifications including epipen and asthma training		√	√	√	
Professional Experience and Knowledge						
1	Experience of working within an educational setting	√		√	√	√
2	Experience of understanding and meeting individual children's needs	√		√	√	√
3	Experience of working to support pupils learning	√		√	√	
4	Experience of working with EYFS pupils		√	√	√	
5	Experience of supporting pupils to work towards EHCP's and other educational support plans		√	√	√	
6	Knowledge of different strategies to enhance pupil learning	√		√	√	
7	Knowledge of school policies, procedures and legislation and how they relate to the role e.g. Safeguarding and Child Protection, Health and Safety, etc.	√		√	√	
8	Understanding of good quality childcare	√		√	√	
Skills and Abilities						
1	Good communication skills	√		√	√	
2	Good listening skills	√		√	√	
3	Proactive in offering ideas	√		√	√	
4	Can solve problems and exercise initiative and independent action	√		√	√	
5	Can use ICT effectively to support learning	√		√	√	
6	Can plan own work when required	√		√	√	
7	Can transfer theory and/or training into practice	√		√	√	
8	Takes responsibility and accountability	√		√	√	
9	Relates well to pupils, parents, staff and other professionals	√		√	√	
10	Commitment to the needs of the pupils	√		√	√	
11	Emotional resilience in working with challenging behaviours	√		√	√	
Personal Qualities						
1	Team player	√		√	√	
2	Commitment to professional development	√		√	√	
3	Commitment to Equal Opportunities	√		√	√	

I hereby confirm that I have received a copy of the Job Description for the post of Teaching Assistant (TA2).

Signed

Date