



Malin Bridge  
Primary School

# Teaching Assistant – Level 1

Applicant Pack



## Contents

The vacancy .....	3
Post advert .....	3
Role summary.....	3
Job description .....	4
Specific duties and responsibilities.....	4
Support for Trust/School.....	5
Changes to these duties .....	5
Person Specification .....	6
Job Title: Teaching Assistant Level 1 .....	6
Knowledge, experience and skills .....	6
Qualifications .....	6
Other skills .....	7
Malin Bridge Primary School and Nursery.....	9
Chorus Education Trust .....	10



## The vacancy

### Post advert

<b>Deadline for applications:</b>	11:59pm on 08 February 2026
<b>Interviews to be held:</b>	Week commencing 23 February 2026
<b>To start:</b>	ASAP

**We are seeking to appoint a dedicated and enthusiastic Level 1 Teaching Assistant to join our Nursery team at Malin Bridge.** This is a fantastic opportunity for someone who is passionate about working with young children to join our Nursery 'Stepping Stones' which is a self-contained 20 place Nursery for 2 to 3 year olds.

Staff retention is high at Malin Bridge, which reflects the investment we make in our people. We are committed to supporting and developing our staff, so they feel valued and confident in providing the best possible care and education for our children.

### Role summary

<b>Post title:</b>	Teaching Assistant Level 1	
<b>Profile:</b>	N/A	
<b>Grade:</b>	Grade 2	
<b>Grade spinal point range:</b>	SCP 3	
<b>Salary:</b>	£24,796.00 - £25,185.00 FTE	
<b>Accountable SLT post:</b>	Headteacher	
<b>Line manager (if different):</b>	Deputy Headteacher	
<b>Staff to be supervised or line managed by post holder:</b>	None	
<b>Post holder will work with:</b>	Teaching and support staff	
<b>Holiday and sickness relief:</b>	By and for other support staff	
<b>Purpose of post:</b>	To work under the supervision of qualified early years staff to support the provision of high-quality early education and care experience for children aged 2-3 years in the maintained nursery class.	
<b>Version revised:</b>	October 2025	
<b>Contract:</b>	Temporary until 11 April 2027	21.25 hours per week 8:15am–12:30pm 39 weeks per year



## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

### Specific duties and responsibilities

To work under the supervision of qualified early years staff to support the provision of a high-quality early education and care experience for children aged 2-3 years in the maintained nursery class.

Duties will include, but not be limited to:

#### 1.1 Supporting Children's Learning and Development

- Assist in the daily care routines of children, including feeding, toileting and hygiene.
- Work with the nursery team to plan and deliver engaging, developmentally appropriate activities following the EYFS.
- Support children's personal, social, and emotional development through positive relationships and play.
- Observe and record children's learning, contributing to assessments and next steps under the guidance of a qualified practitioner or teacher.
- Promote children's independence and curiosity through child-led and adult-led experiences.
- Assist in creating an inviting, stimulating, and inclusive learning environment indoors and outdoors.

#### 1.2 Safeguarding and Welfare

- Follow the school's safeguarding and child protection procedures at all times.
- Promote the health, safety, and wellbeing of all children, including supporting toileting, hygiene, and mealtime routines.
- Report any concerns or incidents promptly to the Designated Safeguarding Lead (DSL).
- Maintain confidentiality and professionalism at all times.

#### 1.3 Supporting the Nursery Team

- Work collaboratively with teachers, teaching assistants, and other staff to meet the needs of all children.
- Participate in planning meetings, training, and activities as appropriate.
- Follow daily routines and take responsibility for tasks such as setting up activities and tidying learning areas.
- Reflect on practice and seek guidance and feedback from supervisors to improve performance.

## 1.4 Communication and Partnership

- Develop positive relationships with children, parents/carers, and colleagues.
- Contribute to a welcoming and inclusive atmosphere where all families feel valued.
- Support effective communication between home and school under the direction of staff.
- Uphold the school's ethos, values, and commitment to equality, diversity, and inclusion.

### Support for Trust/School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

### Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Teaching Assistant Level 1

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Understanding of principles of child development and learning processes.		✓	A / I
Previous experience of working in a nursery or early years setting.	✓		A
Has sufficient practical and organisational skills to contribute to the preparation and management of educational resources,	✓		A / I
Understanding of inclusive practice and supporting children with SEND.		✓	A / I
Familiarity with school-based routines or classroom support.		✓	A / I
Sound speaking and listening skills.	✓		I
Has a caring positive attitude towards pupils welfare.	✓		A / I
Can complete and maintain pupil records.	✓		A / I
Can maintain trust and confidentiality where appropriate.	✓		A / I
Can assist the school in forming a partnership with parents.	✓		A / I
Work constructively as part of a team, understand classroom roles and responsibilities and own position within these.	✓		A / I
<b>Qualifications</b>			
Good literacy and numeracy skills – GCSE Maths and English grade 4 or above or equivalent.	✓		A

NVQ for teaching assistants or equivalent qualification or experience.	✓		<b>A / I</b>
<b>Other skills</b>			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		<b>I</b>
Work effectively as part of a team recognising own role as a team member.	✓		<b>A / I</b>
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		<b>A / I</b>
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		<b>I</b>
Ability to learn from experiences.	✓		<b>I</b>
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		<b>I</b>
Ability to work alongside young people (not necessarily in school environment).	✓		<b>A / I</b>
<b>Interpersonal skills</b>			
Ability to maintain confidentiality.	✓		<b>A/I</b>
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		<b>I</b>
Able to make a positive contribution to the team.	✓		<b>A/I</b>
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		<b>I</b>
Maintains standards set by the organisation.	✓		<b>I</b>
Take responsibility for own actions.	✓		<b>I</b>
Ability to work alone unsupervised and manage own workload.	✓		<b>A / I</b>
<b>Child protection</b>			

A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
---	---	--	---



## Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2-11 year olds in the northwest of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: [www.malinbridge.chorustrust.org](http://www.malinbridge.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays** off.



**Career progression** opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).