



**THE WHITE HILLS
PARK TRUST**

Job Description

Role	Grade 4 Teaching Assistant in Enhanced Provision Unit
Grade and Range:	NJC Grade 4 - Points 8-14 (Term Time Only)
Contracted hours:	Full time, fixed term until 31 st August 2028 (due to funding of EPU)
Commencement:	1 st September 2026 or as soon as available
Accountable to:	Head Teacher

Position Overview


We are looking for an enthusiastic, motivated and skilled Grade 4 Teaching Assistant to join our team in the Enhance Provision Unit, The Hive. The Hive is a provision that caters for pupils from different primary schools who find accessing the mainstream classroom challenging. It is led by a qualified teacher and this role would be to support the teacher in delivering the provision within The Hive and to facilitate and support the pupils' learning and engagement. The Hive is within our school grounds so the successful candidate would be welcomed as a member of the John Clifford team. If this sounds like the right fit for you, then we want to hear from you and would welcome you visiting and meeting with the Headteacher.

Duties and Responsibilities:

Classroom Support and Teaching

- Prepare and deliver learning activities under the direction of the teacher
- Lead small group teaching sessions when required (e.g., covering teacher absence or PPA time)
- Monitor and assess the progress of pupils under your instruction

Nether Street, Beeston, Nottingham, NG9 2AT

 0115 925 8057



office@johnclifford.school



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- Manage behaviour for pupils within the EPU and when necessary, the wider school

Planning & Assessment

- Contribute to lesson planning and curriculum preparation
- Adapt teaching materials to suit different abilities and learning styles
- Assess pupil engagement and provide feedback to schools and parents
- Maintain accurate records of student performance and development
- Support the implementation of Individual Support Plans or EHCPs

Student Support & Inclusion

- Provide targeted support for pupils with special educational needs (SEN) or disabilities
- Promote inclusion and equal access to learning opportunities
- Support emotional, social, and behavioural development of students
- Encourage independence and resilience in learners
- Build positive relationships with pupils to enhance engagement

Leadership & Team Collaboration

- Liaise effectively with teachers, SENCOs, Senior Leaders and other professionals
- Communicate proactively with parents and carers, contributing to review meetings

Classroom & Resource Management

- Ensure classroom displays reflect current learning topics and celebrate achievements
- Maintain a safe, clean, and stimulating learning environment


Safeguarding & Pastoral Care

- Follow safeguarding and child protection policies at all times
- Monitor and report any concerns regarding pupil welfare
- Support pupils' wellbeing and mental health needs
- Assist with supervision during breaks, trips, and extracurricular activities

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

Closing date: Wednesday 22nd July at 12:00pm

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Interviews to be held: Thursday 23rd July

GENERAL INFORMATION:

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

This job description is additional to the basic duties outlined in the latest School Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and in accordance with academy policies and under the direction of the Head teacher.

Reporting to:

- Year group leader
- Senior Leadership Team
- Headteacher

Responsible for:

- Directly for all children within the assigned class or within an assigned intervention group
- Indirectly for all children within school


To co-operate with:

- All colleagues in all teams.
- Parents, carers and the local community.
- Outside agencies.
- Local Governing Body.
- Trust colleagues.

Disclosure:

- Clear and current Enhanced DBS check

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