



## Drayton Community Primary School

### Come and Join Our Team!

#### Teaching Assistant and Arts Associate Teacher (HLTA)

**Contract:** Permanent, Full time, Term-Time Only with attendance at two INSETs | Required from September 2026 or sooner

**Hours:** 8:15am – 3:15pm (15 minutes break plus 30 minutes lunch) – 31.25 hours per week

- 8:15–12:15: Grade 4, pro-rata, Teaching Assistant
- 12:45–3:15: HLTA, pro-rata Art Associate Teacher (with 2hr 15min of PPA)

**Salary:** Grade 4 - £25,185 - £25,584 FTE/ Grade 8 - £31,537 - £34,434 FTE

**Location:** Drayton Community Primary School, near Abingdon, South Oxfordshire

**Reporting to:** Senior Leadership Team

#### A Unique Opportunity

This is a unique blended role combining high-quality classroom support with the opportunity to teach and lead the Arts across the school. The successful candidate will support learning in the mornings and deliver weekly Art/Music lessons (Reception–Year 6) in the afternoons as part of PPA provision. This role offers the chance to shape a cohesive and ambitious Arts curriculum that nurtures creativity, self-expression and technical skill across the whole school. You will play a key role in nurturing creativity, supporting pupil progress, and contributing to a vibrant, inclusive school environment.

#### About Us

Drayton Community Primary School is a welcoming, one-form entry school situated just outside Abingdon in South Oxfordshire, with excellent transport links to the A34/M4, Oxford, Didcot, Wallingford and Wantage. We are proud of our strong community spirit, with an active parent group (FODSA), a dedicated team of staff, and children who are eager to learn and take pride in their achievements.

#### Why Join Drayton?

- You will lead a subject area, building a model of excellence in the Arts and critical study.
- You will develop a bespoke curriculum aligned to National Curriculum requirements.
- You will receive full support from the senior leadership team and a warm, collaborative staff.
- You will support and upskill colleagues in the teaching of the Arts.
- You will help pupils develop creativity, confidence, cultural awareness and a love of artistic expression.

#### What We Offer

- A warm, purposeful school culture with high expectations and clear routines
- Children who are enthusiastic, kind, knowledgeable about nature and keen to learn more
- A supportive and ambitious leadership team committed to staff wellbeing and professional growth
- A 6-month induction program with a mentor, as part of a structured probation period
- A coaching-based professional development model, rooted in current research
- A creative, inclusive environment where your voice is valued
- A supportive community, who value creativity and the arts
- Opportunities to showcase pupils' work through displays, exhibitions and community events

## What We're Looking For

- A passion for teaching and learning with a strong track record of excellent practice
- Experience across at least two primary key stages
- A leader with vision and drive to promote the importance of the arts (taking the lead on either, art/DT or music)
- A reflective practitioner who thrives on collaboration and continuous improvement
- Someone committed to inclusive, holistic education that supports every child to flourish
- Commitment to the school and wider community

## Our Pupils Say:

*"Our school is amazing because we have a variety of learning opportunities, a wonderful school library, and lots of support with learning. Our lessons are creative, fun and everyone here is friendly and generous." – School Council, January 2025*

## Our Parents Say:

*"We are very happy with our child's progress in school and she is very happy here."*

*"Both my daughters have been to Drayton and I can safely say it is a wonderful place to be."*

*"My child is really very happy at school. She loves all her teachers and has never had a bad word to say (although she would like more snow days)!" February 2025*

## Ofsted said:

*"Pupils are proud to attend this welcoming school where everyone flourishes... The school has high ambition for all pupils, including those with SEND. Pupils engage highly in lessons and value the support that staff provide... They love to share their learning and talk enthusiastically about the interesting topics they study." September 2023*

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## How to Apply

If you are a passionate educator ready to take the next step in your career and contribute to our vibrant school community, we would love to hear from you. The full job description is attached to the advert on MyNewTerm, or please visit our website <https://drayton-pri.oxon.sch.uk> for details. Please apply and complete the application form via MyNewTerm.

Visits to our school are strongly encouraged. You will get to tour the whole school with our friendly class ambassadors, meet the staff team and experience our school in action as well as join the leadership team for an informal conversation. You can arrange a visit by emailing [office.2560@drayton-pri.oxon.sch.uk](mailto:office.2560@drayton-pri.oxon.sch.uk).

**Application deadline: Midday, Friday 18<sup>th</sup> June**

**Interview Date: Wednesday 22<sup>nd</sup> June, please keep this date free. Please note successful applicants will be asked to prepare a 30 minute KS2 art lesson as part of the interview process.**

**Please note applications will be reviewed on arrival and the closing date and interviews may be brought forward.**

Shortlisted candidates will be contacted by email the same week, or following early applications, with interview day requirements.

Drayton Community Primary School is committed to safeguarding and promoting the welfare of all children and young people. All staff and volunteers must share this commitment. Successful candidates will be required to undertake all necessary safer recruitment checks, including an enhanced DBS (Disclosure and Barring Service) check. We reserve the right to carry out an online search as part of our due diligence on shortlisted candidates. References will be sought on shortlisted candidates before the interview.

## **Job Description**

### **Key Responsibilities and Accountabilities**

#### 1. Teaching Assistant (Morning Role)

- Support pupils' learning in class, individually and in small groups
- Deliver targeted interventions under teacher direction
- Promote inclusion, independence and positive behaviour
- Monitor progress and provide feedback to teachers
- Support classroom organisation, displays and resources
- Contribute to assessment (including EYFS observations where appropriate)
- Maintain a safe, engaging and supportive learning environment

#### 2. HLTA Art Associate Teacher (Afternoon Role)

- Plan and deliver high-quality, progressive Art lessons across EYFS, KS1 and KS2
- Deliver weekly PPA cover teaching Art/Music/DT to all year groups
- Ensure an inclusive, engaging and supportive learning environment where all pupils can succeed.
- Develop pupils' skills in drawing, painting, sculpture, textiles and mixed media
- Promote creativity, experimentation and artistic confidence
- Assess pupil progress and adapt teaching accordingly
- Organise and maintain Art/Music/DT resources and learning spaces
- Support the development and consistency of the Art/Music/DT curriculum across the school
- Model and promote high standards of teaching and learning in Art/Music/DT
- Ensure Health & Safety procedures are followed when using tools, equipment and materials
- Celebrate and share pupils' artistic achievements through displays, the school website and events
- Ensure effective communication with parents, carers and the wider community.

### **Wider Professional Responsibilities**

- Work collaboratively with staff and contribute to team ethos
- Uphold school policies, including safeguarding and behaviour
- Maintain confidentiality and professionalism
- Participate in training and professional development
- Support school events and the wider community
- Promote equality, inclusion and high expectations for all
- To always be responsible for high standards of care and education for all
- Duties may be varied to meet the changing demands of the school at the reasonable direction

of the leadership team

## Person Specification

### Qualifications & Training

Essential	Desirable
Relevant Level 3 qualification or equivalent experience (education/childcare/arts)	HLTA status or equivalent experience
Good standard of English and Maths (GCSE or equivalent	Knowledge of artists, designers, crafts people and artistic movements
Experience teaching or leading the Arts in a primary school setting	Level 2 Safeguarding (or commitment to obtain)
Evidence of recent and relevant CPD in the Arts education	Current Enhanced DBS
Understanding of the National Curriculum for the Arts and EYFS requirements	Specialist relevant qualifications or degree
Confidence working with children across all primary key stages	HLTA status or equivalent experience
Ability to plan, assess and adapt inclusive sessions for a wide range of learners	Familiarity with SEND best practices
Strong communication, organisation, and collaborative skills	First Aid

### Experience

Essential	Desirable
Successful teaching across at least two primary Key stages	Successful teaching across Early Years, KS1 and/or KS2
Impact on progress of pupils learning and well being	Leading or supporting curriculum development
Collaboration with colleagues and professionals	Experience supporting pupils with SEND or SEMH needs

### Knowledge & Skills

- Strong understanding of effective teaching and learning
- Ability to support and deliver high-quality, inclusive lessons
- Secure knowledge of techniques, materials and progression
- Ability to analyse impact and contribute to curriculum improvement
- Competence in ICT and school information systems
- Strong communication, organisation and collaborative skills
- Ability to adapt learning for a range of needs
- Ability to motivate and engage pupils
- Good organisation and time management
- Understanding of safeguarding, confidentiality and health & safety

### Personal Attributes

- Passion for inclusive, child-centred education
- Creative, enthusiastic and proactive
- High expectations for all learners and a commitment to equity and diversity.

- Warm, approachable and able to build positive relationships
- Reflective and committed to professional growth
- Resilient, reliable and adaptable

**Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

**Commitment to our mission and school values**

We seek individuals who embody our mission and school values, and possess the requisite skills and attributes, or demonstrate a clear capacity to cultivate them:

A community in which everyone flourishes.

Value	Meaning	Commitment
<i><b>Be kind - to me, to others, to the world</b></i>	<b>We support everyone to be happy, safe and successful by showing gratitude, taking care of each other and feeling proud of our achievements. We are passionate about creating a better future.</b>	<ul style="list-style-type: none"> <li>• We are polite and considerate in our words and actions.</li> <li>• We listen carefully and speak respectfully to everyone.</li> <li>• We make sure everyone is included and treated with respect.</li> <li>• We show understanding and empathy for people, wildlife, places, events and situations.</li> <li>• Our positive choices influence others</li> </ul>
<i><b>Aim high - work hard</b></i>	<b>We prepare for success and work hard to achieve our best. We focus on the right things to achieve our learning goals.</b>	<ul style="list-style-type: none"> <li>• We get started straight away.</li> <li>• We give 100%.</li> <li>• We work hard to achieve the highest possible standards.</li> <li>• We stick to our goals.</li> <li>• We prepare for success: dress smartly, bring the right equipment, read at home, do our homework.</li> <li>• We are always learning.</li> </ul>
<i><b>Be brave – challenge yourself</b></i>	<b>We are brave, we forgive, and we use our initiative. We own our mistakes and never give up on ourselves or others.</b>	<ul style="list-style-type: none"> <li>• We reflect on our choices and take responsibility for our actions.</li> <li>• We are honest and acknowledge our mistakes.</li> <li>• We do the right thing, even when it is hard, or no one is watching.</li> <li>• We challenge ourselves to complete things we do not find easy.</li> </ul>

		<ul style="list-style-type: none"> <li>• We aim to be independent but are not scared to ask for help when we need it.</li> </ul>
<p><b><i>Together we succeed</i></b></p>	<p><b>We achieve our best as a team. We build on and respect each other's strengths and flaws. We are patient and help each other to be better.</b></p>	<ul style="list-style-type: none"> <li>• We maintain a focused learning environment and share space and resources.</li> <li>• We follow instructions.</li> <li>• We ask and answer questions.</li> <li>• We give and receive meaningful feedback that helps us to improve.</li> <li>• We celebrate our similarities and champion everyone's unique qualities.</li> <li>• We are proud of our whole school community.</li> <li>• We support the community in many ways, for example: supporting FODSA events, contributing to whole school events and joining staff socials.</li> <li>• We prioritise the needs and successes of the whole school.</li> </ul>