HALSTEAD ST ANDREW'S
SCHOOL

EYFS Teaching Assistant

Start date: January 2027

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Teaching Assistant

Line Manager

Head of Pre-Prep

Main purpose

The Teaching Assistant will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- Perform duties and events as required by the school & support the extra curricular provision

Duties and Responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining and managing behaviour effectively to ensure a good and safe learning environment
- Support the teacher/room leader to organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations onto the class teacher
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Working with staff, parents/carers and relevant professionals
- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by ollowing the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person Specification

Qualifications and training

- Level 3 qualification in childcare is desirable.

Experience

- Experience working in a school environment or other educational setting
- Experience working with children / young people
- Experience planning and delivering learning activities

Skills and knowledge

- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Skills and expertise in understanding the needs of all pupils
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this
- effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills

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- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning
- Understanding of roles and responsibilities within the classroom and whole school context

Personal qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people

Working Conditions and Remuneration

Working hours: We are offering this role as full- or part-time.

There will be an expectation to work a minimum of five weeks (25 days) in holiday provision.

Salary will be competitive for the sector and based upon qualifications and experience.

Benefits

Benefits package includes:

- Auto enrolement to contributary workplace pension subject to qualifying salary
- Death in service benefit
- Free school meals (term-time only)
- Fee remission for eligible children attending the school
- Free car parking

Application Process

Applications to be on the School Staff Application form and covering letter.

This must be completed in full and include the names, addresses and telephone numbers of TWO referees one of whom, if appropriate, should be your current employer.

Applications should be submitted electronically to hr@hsaschool.co.uk.

Closing date 9am 24th November 2026. Interviews will take place on 1st December.

We reserve the right to interview and appoint before the closing date.

Safeguarding

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.



About Halstead St Andrew's

Halstead St Andrew's School is a co-educational school based in Horsell, Woking, Surrey.

Our vision is to provide a dynamic and inspiring education that prepares pupils for an ever-changing world. We are committed to delivering exceptional teaching and learning within a nurturing environment where every child is valued, supported and encouraged to reach their full potential.

From our youngest learners through to those preparing for senior school, pupils benefit from inspirational teaching, excellent facilities, and a warm, family atmosphere that nurtures curiosity, confidence and personal growth. Our expert class teachers and specialist staff ensure that every child is appropriately challenged, supported and inspired.

We encourage all pupils to play an active role within the school community and the wider world, developing civic responsibility, compassion and confidence.

The success of Halstead St Andrew's School is founded on our core values of endeavour, positivity, creativity, respect and kindness. These values underpin everything we do and help pupils fulfil their potential across all areas of school life. It is our commitment to equip every child with the skills, character and resilience needed to thrive in an ever-changing world.

At Halstead St Andrew's, we believe a successful education extends far beyond academic achievement. Our pupils leave us as well-rounded, determined young people who are prepared for the future — ready to contribute meaningfully to society and to lead with integrity and imagination.

HALSTEAD ST ANDREW'S
SCHOOL

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