



Gildredge
House

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GOOD
School



Information for Prospective Candidates

JUNE 2026

Position: Teaching Assistant (Primary) – Level 3

Contract: 35 hours per week; Term-time; Permanent

Start date: 01 September 2026

Deadline: Friday 12 June 2026, 9:00 a.m.

An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of **Primary Teaching Assistant, Level 3**. We hope this pack is informative and useful but if you require any additional information or have questions, please contact careers@gildredgehouse.org.uk

TEACHING ASSISTANT - TA3

CLOSING DATE: 9:00 a.m. on Friday 12 June 2026

START DATE: 01 September 2026

INTERVIEWS: During the week beginning 15 June 2026

HOURS OF WORK: 35 hours per week, 8:00 a.m. - 3.30 p.m. in term-time only, with a 30-minute unpaid break each day. Contracted for 43.2 weeks per year, including 5.2 weeks paid holidays.

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

We are seeking an exceptional TA3 to join our team – a practitioner with proven experience across EYFS and/or KS1 who can bring deep knowledge of early childhood development to the classroom. The ideal candidate will be highly skilled in supporting phonics teaching, confidently delivering targeted interventions, and nurturing early language and literacy through evidence-based practice. We are looking for someone proactive, reflective, and passionate about giving every child the strongest possible start – a practitioner who can work collaboratively with teachers, adapt to individual needs, and create a warm, engaging, and inclusive learning environment where all children thrive.

You will be working within a team of highly dedicated and flexible staff members who understand the need to be flexible in approach, so that all children can be successful. We are seeking candidates that have energy and enthusiasm for supporting students in a busy school environment.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Teaching Assistants in an exciting environment where learning is fun. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As a Teaching Assistant at Gildredge House you will be expected to have the flexibility and skills to work within the department, providing appropriate support to the children and staff team in delivering the curriculum.

We would welcome visits from prospective candidates - please contact us to enquire:

careers@gildredgehouse.org.uk

Gildredge House offers:

- continuity of education for boys and girls aged 4-16
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

As an employee of the school, you would benefit from:

- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- LGPS Pension
- Complimentary tea and coffee in our staffroom
- On-site parking

Starting Salary: £19,738 actual annual salary pro rata (£23,824 GH FTE), rising to £20,050 actual annual salary pro rata (£24,201 GH FTE) which equates to Grades 4.9 and 4.10 on the Gildredge House Support Staff Pay Scale for 2025-26. You would be required to work 43.2 weeks per year (includes 36.4 weeks of term-time plus 1 week of INSET plus 5.2 weeks paid holiday).

If you wish to discuss the post further, please contact the Head of Primary, Mrs Helen Punter-Bruce on the following email address: h.punter-bruce@gildredgehouse.org.uk

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the UK GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

OUR MISSION - ASPIRE, IN ALL THAT WE DO

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community

If you think like us, share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

If you are interested in the position, please complete an Application Form, available from the school website: <https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please complete the Application for Employment and return to careers@gildredgehouse.org.uk by 9.00am on the closing date.

Teaching Assistant (3): Job Description

Responsible to Head of School
Main Responsibilities, Tasks and Duties

TA3 - Working under guidance: implement curriculum for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas. To assist in planning, implementing and and the management/preparation of curriculum resources. To provide cover for whole classes for up to 30% of employed time throughout the school year. This may include unplanned absences and organised cover supervision sessions.

KEY TASKS

1. To work with the teacher to establish an appropriate learning environment
2. To monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives and provide feedback to students in relation to progress and achievement
3. To use specialist (curricular/learning) skills to support students
4. To establish productive working relationships with students, acting as a role model and setting high expectations
5. To encourage students to interact and work co-operatively with others and engage all students in activities
6. To promote independence and employ strategies to recognise and reward achievement and self-reliance
7. To implement agreed learning activities/teaching curriculum programmes, adjusting activities according to students' responses/needs

8. To support the use of ICT in learning activities and develop students' competence and independence in its use
9. To be responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
10. To undertake marking of students' work and accurately record achievement/progress, following the marking and feedback procedures
11. To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour
12. To liaise sensitively and effectively with parents/carers, as agreed with the teacher, within your role/responsibility
13. To administer and assess routine tests and invigilate assessments when required
14. To 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
15. To supervise students on visits, trips and out of school activities as required
16. Complete routine classroom administration and display work
17. To support playground/break time supervision (within employed hours)
18. To support class teacher with preparation of resources and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance
19. To participate in continuous professional development offered by the school and County to further knowledge (within employed hours)
20. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

Additional Duties and Involvement

The following duties and areas of Involvement are specific to this role within Gildredge House and are in addition to those listed above. It is accepted that these items are appropriate to the salary scale for this post.

General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head of School.

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

Professional Development

- Attend relevant training as instructed by the school to improve self-performance
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

Additional Information

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head of School from time to time, which are commensurate with the grade.

Teaching Assistant: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
Experience of supporting students in Primary phase	✓	
Experience of organising tasks and activities within classroom setting		
A willingness to undertake professional qualifications to support the needs of our children	✓	
Experience of leading or supervising whole class activities		✓
	✓	
	✓	
	✓	
SKILLS AND KNOWLEDGE		
A knowledge and understanding of school curriculum	✓	
A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to inform future planning.		✓
PROFESSIONAL SKILLS		
Able to reflect on and analyse own practice	✓	
High expectations of achievement and behaviour	✓	
Flexibility and desire to work as part of a team	✓	
Good organisational skills in work-related matters	✓	
A good level of ICT skills		✓
A good understanding of the principles of positive behaviour management	✓	
PERSONAL QUALITIES		
A caring nature and a genuine love of children	✓	

An enthusiasm and desire to provide the best possible experience for the children	✓	
The willingness to challenge yourself and achieve excellence	✓	
Able to show resilience and sense of humour	✓	
Able to work to deadlines and to work well under pressure	✓	
The ability to inspire confidence in parents and colleagues in equal measure	✓	
Tactful, respectful and sensitive to the needs of others	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	

We look forward to hearing from you