



Big Hearts, Open Minds

Clearwell Church of England Primary School

Church Road, Clearwell, Coleford, Glos., GL16 8LG

Tel. 01594 834904

Email: admin@clearwell.gloucs.sch.uk

www.clearwellprimaryschool.co.uk

Position: Teaching Assistant with HLTA Responsibilities
Reports to: Class Teacher/SENCO
Hours: 30 hours per week.
These will be Monday to Friday, 8.30 am to 3.15 pm
Term time only + Inset
Grade: 5 Scale 12-14
Contract: Permanent (following a successful 3-month trial period)
Start Date: September 2026 (Handover days during Term 6 would be beneficial)

We are looking to appoint a Teaching Assistant with HLTA responsibilities to work alongside the teaching staff to support the learning needs of children across the school, providing interventions and additional support when required.

This position would be suitable for an NQT

We are seeking someone who:

- Can provide support for students, particularly those with additional needs
- Can provide access to learning activities
- Has excellent skills in Numeracy and Literacy
- Can support social communication and language skills
- Can assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Promotes and nurtures independence
- Uses their initiative to adapt activities to meet the needs of the individual
- Is proactive and flexible
- Is kind
- Is a team player with a positive approach
- Is able to liaise with pupils' families and professionals involved
- Builds positive working relationships with children and adults alike

We can offer:

- A supportive and welcoming team
- Children who are motivated, eager to learn, well-behaved and just delightful!
- Supportive close community with strong links to the church and parish
- A commitment to professional development

Please see our website for further details and an application pack; www.clearwellprimaryschool.co.uk.

If this opportunity excites you then please apply using the GCC application form.

Completed applications should be returned electronically to Joanne Jones, care of the school office at admin@clearwell.gloucs.sch.uk, or by post to the school.

Application deadline is 3 pm on 30th April 2026

Your word is a lamp to my feet and a light to my path. Psalm 119:105

Interview Date: TBC

We would be delighted to show you around. Please call the office on 01594 834904 to arrange a time.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers. To share the same commitments. This position is subject to an enhanced DBS check.

Job Purpose

- To support staff with their responsibility for the care, development and education of children, including those with SEN.

Duties and responsibilities;

- To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management /preparation of resources.
- Staff may also supervise whole classes occasionally during the short-term absence of teachers.
- Staff will also be expected to provide support and cover for 1:1 TA, if needed, as well as provide cover for other staff during break and lunchtimes when required.
- Staff will also be required to cover playground supervision at the start of the day, as the children come onto the site.

SUPPORT FOR PUPILS

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of MyPlans and MyPlan+ and EHCP
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

- Implement local and national learning strategies e.g. make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies /professionals, in liaison with the teacher, SENCO or Head Teacher to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Supervise pupils on visits, trips and out of school activities as required
- Understand that a TA may not necessarily work with the same class, age group or individual child for which they were initially employed.
- Any other reasonable request by the Head Teacher

Supervision Received:

- Class teacher
- SENCO
- Head teacher

Special Conditions

- Term time only. Leave to be taken when school is not in session.
- Any requests for time out for appointments, family illness etc to be made in writing in accordance with school absence policy

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post 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.