



# ST. MARY'S C.E. SCHOOL HAWKSHAW

*Believe and Achieve together* ♥



## JOB DESCRIPTION

### Teaching Assistant (TA3)

EYFS (Reception and Preschool mixed)



*A small school  
with a big heart,  
where every child  
is known and  
valued.*



**Post Grade:**  
Grade 7 SCP 11



**Post Hours:**  
Full time (27.25 hours)



**Accountable to:**  
Executive Headteacher



**Immediately responsible to:** Class Teacher and Head of School



#### KEY DATES

##### CLOSING DATE

Monday 8<sup>th</sup> June 2026  
at 10.00am

##### INTERVIEWS

Afternoon of  
Monday 15<sup>th</sup> June 2026

##### START DATE

Tuesday 1<sup>st</sup> September 2026



#### FIND OUT MORE

We warmly welcome visits to our school.

To arrange a visit or for an informal conversation about the role, please contact the school office on

**01204 886 167.**



#### APPLICATIONS TO BE SENT TO:

**StMarysHawkshaw@bury.gov.uk**  
before 10am on  
Monday 8<sup>th</sup> June 2026



#### DUTIES / RESPONSIBILITIES

- Have due regard to the school's aims and objectives, schemes of work and policies laid down by the Governing Body.
- Track pupil progress against EYFS learning goals.
- Participate and share in the responsibility for the wellbeing and behaviour of all the pupils in the school.
- Support school policy in terms of establishing good relationships with pupils, staff and parents.
- Follow our safeguarding policies and procedures.



#### PASTORAL

- Have a role in ensuring the safety and welfare of the class during teaching times.
- Inform the class teacher and Inclusion Lead of any children causing particular concern.
- Support and use the school's behaviour systems.
- Promote equal opportunities within the classroom and whole school.
- Be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.



#### LIAISON

- Liaise with the class teacher and other staff to ensure consistency of planning and delivery.
- To check and engage with all school communication channels.



#### PROFESSIONAL DEVELOPMENT

- Willing to participate in a range of relevant professional development activities.



#### HEALTH AND SAFETY

All members of staff have a **duty** under the Health & Safety at Work Act 1974 to take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.



ST MARY'S CE (VA) PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND WELLBEING OF ALL ITS PUPILS AND STAFF. As such, all references will be **sought** and all appropriate safeguarding checks will be completed.



**JOB DESCRIPTION PREPARED BY:**  
Amy Longstaff Executive Headteacher

**SIGN:**  
A Longstaff

**DATE:**  
May 2026






# ST. MARY'S C.E. PRIMARY SCHOOL HAWKSHAW

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## PERSON SPECIFICATION

Requirements	Method of assessment A = Application I = Interview R = References	Essential or desirable E = Essential D = Desirable
 <b>SKILLS AND KNOWLEDGE</b>		
To understand the principles of early child development.	A I	E
Effective behaviour management strategies.	A I	E
Ability to deliver targeted learning activities, phonics and mastering number sessions, adjusting activities based on the child's response.	A I R	E
Be able to track progress against EYFS learning goals by making accurate observations and updating learning journals.	A I R	E
Be able to support a balance of child-initiated and adult-led play, and manage continuous provision in both indoor and outdoor learning environments.	A I R	E
Understanding of how to create an effective and nurturing learning environment.	A I R	E
Ability to build effective working relationships with all pupils and colleagues and work in a team.	A I R	E
Ability to promote a positive ethos and role model positive attributes.	A I R	E
Experience of using Seesaw.	A	D
Experience of working with children with SEND.	A I R	E
 <b>EXPERIENCE, QUALIFICATIONS AND TRAINING</b>		
TA3 qualification or equivalent.	A	E
Previous experience working within an EYFS or primary school setting, with a strong, working knowledge of the EYFS framework.	A I	E
Willingness to participate in relevant training and development opportunities.	A I	E
 <b>PROFESSIONAL VALUES &amp; PRACTICES</b>		
Have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and ensuring that they are protected from harm.	A I R	E
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	A I	E
Willingness to support and model our Christian values.	A I	E
Willingness to involve yourself in wider school life.	A I	D



**ST. MARY'S CE PRIMARY SCHOOL HAWKSHAW IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE.**

All appointments are subject to satisfactory references, an enhanced DBS check and other relevant employment checks.

