



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

Believe and Achieve together ♥



JOB DESCRIPTION Teaching Assistant (TA2)

EYFS • Mainstream Classroom • SEND Support
Reception and Preschool (mixed)

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



Post Grade:
Grade 6 SCP 6



Post Hours:
Full time (27.25 hours)



Accountable to:
Executive Headteacher



Immediately responsible to: Class Teacher and Head of School



DUTIES / RESPONSIBILITIES

- Work under the direction of the class teacher to support high quality teaching and learning across EYFS (Preschool and Reception), including children with SEND and additional needs.
- Support individual children and small groups, including some 1:1 support, to help all children access the curriculum and achieve their potential.
- Help to create a safe, stimulating and inclusive learning environment.
- Support the wellbeing and behaviour of all pupils.
- Build positive relationships with pupils, staff and parents.
- Follow school policies and procedures, including safeguarding.



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.



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.



PROFESSIONAL DEVELOPMENT

- Take part in a range of relevant professional development activities.
- Be open to coaching, support and training to further develop skills, particularly in relation to SEND support, phonics and early maths (Mastering Number).



KEY DATES

CLOSING DATE

Monday 5th October 2026
at 10.00am



INTERVIEWS

Interview date tbc.



START DATE

End of October /
early November 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 5th October 2026



**A SMALL SCHOOL
WITH A BIG HEART**



**A STRONG SENSE OF
COMMUNITY AND FAITH**



**EVERY CHILD
KNOWN AND VALUED**



**GROWING TOGETHER
IN LOVE AND LEARNING**



SAFEGUARDING IS OUR TOP PRIORITY

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Appointment is subject to a satisfactory disclosure at the appropriate level under the Disclosure and Barring Service.



FOR FURTHER INFORMATION PLEASE SEE: • Person Specification • Application Form





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Requirements

Method of assessment

A = Application
I = Interview
R = References

Essential or desirable

E = Essential
D = Desirable



SKILLS AND KNOWLEDGE

An understanding of the principles of early years education and child development.	A I	E
Knowledge of how children learn and how to support learning through play.	A I	E
Awareness of the needs of children with SEND and/or additional needs.	A I	E
Ability to adapt activities to meet the individual needs of children.	A I	E
Effective behaviour management strategies.	A I	E
Ability to work effectively with individual children and small groups, including some 1:1 support.	A I	E
Understanding of safeguarding and child protection.	A I	E
Ability to build positive relationships with children, staff and parents.	A I R	E
Good communication skills.	A I	E
A commitment to promoting equality, diversity and inclusion.	A I	E



EXPERIENCE, QUALIFICATIONS AND TRAINING

NVQ Level 2 or equivalent qualification in supporting teaching and learning (or willingness to work towards this).	A	E
Experience of working with children in an EYFS or primary school setting.	A I	E
Experience of supporting children with SEND and/or additional needs (in a mainstream setting).	A I	D
Experience of working with individual children and small groups, including some 1:1 support.	A I	D
Willingness to participate in relevant training and development opportunities.	A I	E
Paediatric First Aid (or willingness to undertake training).	A	D



PERSONAL QUALITIES

A caring, patient and enthusiastic approach.	A I	E
A positive attitude and a willingness to support all children to learn, grow and flourish.	A I	E
Ability to show initiative and work well as part of a team.	A I	E
A commitment to our Christian values.	A I	E
Professional, reliable and adaptable.	A I	E
A genuine interest in working with young children and supporting their individual needs.	A I	E



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 a satisfactory enhanced DBS check and appropriate references.

*Growing together
in love and learning*

