November 2026

Dear Applicant,

Thank you for your interest in the Early Years Teaching Assistant Post at Orchard Infant School.

This is an exciting opportunity to join our kind, friendly and fun school team. The successful candidate will play an important role in supporting the vision of our lovely school.

We are looking for a team player who is passionate about supporting and enabling each of our children to reach his or her true potential. The role will be varied, and you will need to be adaptable and flexible - there will be opportunities to work within the whole class, with small groups and to work with children on a 1:1 basis.

In return for this dedication and commitment, we offer a strong and supportive working environment – we love to have fun! We are looking for candidates who are excited by the challenges and rewards of working with children, and who want to be part of the future shape of our growing school.

I am really pleased to be part of the University of Winchester Academy Trust family of eight schools. Our sponsor, the University of Winchester is recognised for its outstanding practice in education, and our partnership work with the other schools in our Trust offers support and further career opportunities for all of our staff.

To enable you to fully understand what Orchard Infant School has to offer you, I would encourage you to come and visit. I would be delighted to welcome you to the school to answer any questions you may have. Please contact schooloffice@orchard-inf.uwinat.co.uk to arrange an appointment.

Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date. Please indicate clearly on your application which post you are applying for.

I look forward to hearing from you,

K.A.Sidney

Kerry Sidney

Head of School

Early Years Teaching Assistant

Closing date: Friday 20th November - midday

Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

Job Start Date: As soon as possible

Contract/Hours: Permanent–hours 30.85

Salary Type: Support Staff

Salary Details: Support staff pay scale B (£24,796 - £25,128) [Actual salary £17,764-£18,002]

Hours of Work: Monday – Friday – 8:35 – 3:15

(39 weeks, term time)

Location of Role: Orchard Infant School

Contact e-mail address: schooloffice@orchard-inf.hants.uwinat.co.uk

Job/Person Summary

We have an exciting opportunity for an Early Years Teaching Assistant to join our team, no two days are ever the same in school life so the ability to be flexible is vital! There will be opportunities to work within the whole class, with groups of children and on a 1:1 basis with individual pupils.

Please submit your application as soon as possible as we will invite suitable candidates to interview before the closing date.

This post will suit a range of applicants, including graduates thinking about training to become teachers in the future.

Learning Support Assistants: Monday – Friday – 8:35 – 3:15 - **Term time only.**

The successful candidates will:

- have a child-centred approach
- be able to build relationships with all children including those with additional SEND needs
- have the ability to work in an Early Years classroom
- have the ability to work under pressure and to a timetable
- have experience of working with children with social/communication difficulties in a small group setting.
- have experience of working in the Early Years
- have the ability to keep pupils motivated and engaged
- have a calm but firm approach
- be able to adapt and think on your feet

- be flexible and willing to learn
- be able to attune to a child's emotional needs
- be able to work as part of a team, learning with and from other colleagues
- be able to work independently and on your own initiative
- have excellent communication skills, both oral and written
- demonstrate excellent behaviour management skills
- understand confidentiality and safeguarding procedures

We can offer the successful candidate an opportunity to work for a new dynamic multi-academy trust in an attractive, welcoming and friendly working environment. Based at Orchard Infant School, you will be part of a much bigger family, with colleagues keen to support you in your new role. We will also provide training where appropriate for the candidate if the job requires it.

Application Procedure

Applications should be on University of Winchester Academy Trust application form **and individual CV's will not be accepted.** If you currently work in a school, please ensure one of your references is from your current Headteacher. Application forms and further information about the school can be found on the Orchard Infant School website: Orchard Infant School - Vacancies

Please submit your application as soon as possible as we may invite candidates to interview before the closing date. Closing Date: Friday 27th November 2026

Pease submit your application at the earliest opportunity as we will invite suitable candidates to interview before the closing date.

For an informal conversation about the post or to arrange to meet our Head of School, Kerry Sidney, please contact the office by email at adminoffice@orchard-inf.hants.sch.uk

Completed application forms should be returned by the closing date to Kerry Sidney, Head of School via email at the above address. Alternatively, a paper copy sent to Orchard Infant School, Water Lane, Dibden Purlieu, Hampshire, SO45 4SB.

Disclaimer: due to the high volume of applications we receive, we reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.

Artificial Intelligence (AI) tools
We currently do not use AI tools in our recruitment processes; however, we understand that you may choose to use AI tools to help you with your application.

If you do, please remember:

· AI-generated answers can often be generic and impersonal, which may not accurately reflect your qualifications, skills, and experiences
· AI-generated applications may lack the personal touch that human-written applications have,

this may make you seem less engaged or interested
· Ensure the information provided genuinely represents your own voice and experience
· You must not provide false or misleading information
· If you rely too heavily on AI you might not develop the necessary skills to communicate your experiences and qualifications effectively in interviews or other stages of the hiring process. This may make you come across to the interviewer as a different person to the one that wrote the application form, and you may not be successful in the interview.

Safer Recruitment Statement

The University of Winchester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. Candidates that are shortlisted will be subject to an online check. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check (DBS) along with other relevant employment checks, including Children's Barred List. Prior to interview, an online search will be carried out on information that is publicly available as part of our due diligence on shortlisted candidates.

UNIVERSITY OF WINCHESTER ACADEMY TRUST

Job description Learning Support Assistant

Responsible to: The Head of School

Function: Early Years Teaching Assistant

Salary: Support staff pay scale B (£24,796 - £25,128)

FTE depending on experience (pro rata).

JOB PURPOSE:

- To work with teachers to raise the learning and attainment of children while also promoting their independence, self-esteem and social inclusion.
- To give assistance to children so that they can access the Early Years curriculum, participate in learning and experience a sense of achievement.

KEY TASKS:

Support for Children

- Establish rapport and respectful, trusting relationships with children, acting as a role model and setting high expectations.
- Supervise and provide support for children: individually, in small groups and with the whole class, including those with special needs, ensuring their access to learning resources.
- Supervise children at lunchtimes
- Ensure children's safety, welfare, and personal hygiene. (Basic/Pediatric First Aid to be included where appropriate).
- Promote inclusion and acceptance of all children in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the implementation of IEPs, behaviour plans, curriculum planning and assessment.
- Provide personal care to pupils where necessary
- Promote and develop social skills, self-esteem and independence amongst children.
- Provide feedback to children on their progress and achievement under the guidance of a teacher, in line with school policy. Evaluate learning and provide feedback to the teacher / parent / agency as required.
- Model learning (phonics, writing, maths etc.) correctly when working with children.

Support for Teachers

- Promote positive behaviour by children, dealing promptly with conflicts in line with the school behaviour policy.
- Establish constructive relationships with parents.
- Undertake agreed learning activities / interventions, being aware of learning intentions and outcomes. Adjust activities according to children's responses / needs.
- Monitor children's responses to learning activities and achievement as directed.

- Provide detailed feedback to teachers on children's achievement, progress, problems etc. as requested.
- Support the effective use of IT in learning activities and develop children's competence and independence in its use.
- Assist with the maintenance of a purposeful, orderly and supportive environment, in accordance with school policy.
- Assist with the display of children's work within the classroom and around school.
- Assist teachers with the preparation of teaching and learning materials and resources.
- Be able and willing to undertake cover supervision for the teacher.
- Support and assist the teacher in testing and assessment activities.

Support for the School

- Be aware of and comply with school policies including those relating to child protection, health & safety, confidentiality, safeguarding and data protection, reporting all concerns to a nominated person.
- To release class teachers, working alongside another Teaching Assistant, for PPA time
- Promote the school values.
- Contribute to the overall work, smooth running and ethos of the school.
- Appreciate and support the role of other people within the team.
- Attend and participate in meetings as required.
- Improve one's own practice through training, self-evaluation and performance management.
- Assist with the supervision of children out of directed lesson time, including before and after school and at lunchtime and during assemblies, within working hours.
- Accompany teaching staff and children on out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

UNIVERSITY OF WINCHESTER ACADEMY TRUST

Early Years Teaching Assistant

	Essential	Desirable
Qualifications	• GCSE English and Maths Grade C or equivalent. • IT competent. • Willingness to undertake appropriate first aid training or existing paediatrics first aid qualification	• NVQ 3 or equivalent. • Experience of professional training within an educational setting.
Knowledge, Skills and Abilities	• Excellent communication skills, written and verbal. • Ability to inspire confidence and gain trust of children. • Excellent organisation skills and the ability to work to deadlines. • Ability to reflect, analyse and act both independently and collaboratively. • Ability to work alone and with initiative.	• Understanding of child development. • Working understanding of Early Years Foundation Stage or Key Stage One • Understanding of safeguarding within school.(training to be given)
Experience	• Experience of working with children, within small groups or on a one to one basis (this might be volunteering) • Experience of working in the Early Years and a knowledge of the Early Years Curriculum. • Evidence of an application of range of behaviour management strategies. • Proven ability to motivate and develop children. • Ability to work as part of a team. • Ability to provide detailed and regular feedback to teachers on children's achievements and progress. • Evidence of effective behaviour management.	• Experience of working within a school environment. • Experience of teaching whole classes, following teacher's plans (HLTA only) • An awareness of inclusion, especially within a school setting. • Experience of working with children with SEND • Experience and ability to teach the whole class on occasions.