



Job Description for Junior Teaching Assistant

Post: Junior Teaching Assistant (part-time)

Line Manager: Form Teacher

Start date: ASAP

Outline of Department

Many of our pupils begin their BGS journey in our Infant and Junior School, where care and support go hand in hand with a strong academic foundation. Alongside a thoughtful focus on learning, we place great importance on a nurturing and restorative pastoral approach that helps every child feel safe, valued and encouraged.

Our Infant and Junior teaching teams work closely together, guided by the Head of Infants and Juniors and supported by two Deputy Heads. Everything we do is shaped by the BGS values of kindness, integrity and rigour, which shine through in daily school life.

The Infants is housed in its own welcoming space — two adjoining buildings with age-appropriate outdoor play areas that create the feeling of a school within a school. With two forms per year group, children benefit from a close-knit, friendly community where they are truly known and cared for. Our dedicated EYFS team, proud ambassadors of the Bristol Standard, provide a gentle and supportive start to school life, laying strong foundations for future learning.

The Infant curriculum is enriched by specialist teaching, ensuring each child is stretched and challenged at just the right level. Beyond the classroom, children flourish through a wide range of experiences, including extra-curricular clubs, educational trips, and weekly Forest School sessions. From the very start, our youngest pupils enjoy all the wonderful facilities of BGS, growing in confidence as they discover that they are part of a much wider, caring school community.

Our small class sizes mean that every child is truly known and supported. Each class has its own Form Tutor, and in the Infants a dedicated Teaching Assistant is also there throughout the day to provide care, encouragement and guidance. Both the Infants and Juniors benefit from the support of an Assistant Head with a particular focus on pastoral care, ensuring that every child's wellbeing remains at the heart of school life.

We are also fortunate to have an experienced Learning Support team who can provide additional help with learning where it is needed, as well as ELSAs (Emotional Literacy Support Assistants) who are specially trained to support children's emotional and social development.

From Year 1 onwards, pupils are encouraged to grow in confidence by taking on leadership opportunities. These might include being part of the School Council or acting as a Charity Representative, giving children a real sense of responsibility and ensuring that their voices are always heard and valued.

With the children always at the heart of all we do, we are fortunate to have strong links with our active and inclusive parents' association. BGS Friends Infants & Juniors meet regularly and organise social and charity events for pupils, their families, and the wider community – all parents and guardians are welcome to join.

Purpose of Job

Teaching assistants are integral members of the Infant and Junior Staff team and play a full part in the life of the School. The primary duties of a TA are to support the learning of children in the classroom. TAs also play a key role in the welfare of the children. Infant TAs will be required to work closely with a particular class. Establishing a detailed knowledge of each child as a unique individual and an effective working partnership with the class teacher is the key to success.

The successful candidate will be supporting in Year 3 or Year 4 but should expect to provide cover for teaching assistants in the Infant School, as requested.

Duties and Responsibilities

TAs have a varied day, including some Breakfast Club, after school Stay and Play, break and lunch duties (on a rota basis). They will also be asked to:

- Work with a group of children under supervision and guidance of the teacher
- Work with individual children as required
- Supervise a class of children for a limited period of time
- Assist with assessments conducted by the teacher
- Carry out observations of children's progress
- Record evidence of children's progress using Tapestry (EYFS ONLY)
- Accompany children for lessons beyond the classroom (e.g. Forest School, PE or swimming)
- Help prepare sets and costumes and assist with rehearsals for school productions
- Tidy and replenish resources in classrooms
- Prepare worksheets and other resources (laminating, photocopying etc.)
- Monitor, order and tidy stationery (incl. photocopying paper)
- Upkeep / maintenance of displays of the children's work
- Prepare / put up display material that supports the children's learning in the classroom
- Keep notice boards around the school tidy, attractive and up to date
- Interact positively and professionally with parents, carers and guardians
- Proactively supervise children at all times, including when on lunch/break duty
- Any other task or activity as reasonably requested by management
- Conforming to the School's Code of Conduct
- Adherence to the School's safeguarding procedures

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. Many of these tasks will be shared between teaching assistants, and good collaboration will be expected. TA's are managed by their Form Teacher.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Level 3 EYFS Approved Teaching Assistant Qualification (previously full and relevant), or higher such as PGCE

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and, we hope, by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

5 GCSEs (A*-C) including English & Maths
2 A Levels or equivalent
Polite, friendly and outgoing with a good sense of humour
Experience of working with primary aged children
Recent paediatric first aid training or experience
Ability to support children with Music, Drama, Forest School, Dance and/or physical activities
A confident person with common sense and initiative
Flexible and adaptive work ethic
Ability to plan and lead relevant learning activities with young children
Trustworthy and proactive i.e. able to work under minimal supervision with maximum levels of confidentiality
Empathy and patience with young children and parents and guardians
Good interpersonal and communication skills
Strong literacy and numeracy skills
Self-motivation and drive
The ability to work in a team
A willingness to work at Breakfast Club and after school Stay and Play for additional remuneration
Ability to communicate well with children and in particular be prepared to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	Two consecutive days either Monday and Tuesday or Thursday and Friday (14 hours per week), to be discussed and confirmed, term time only (36 weeks) Standard Hours: 8.30am – 3.45pm Additional hours: It will be essential for the successful applicant to be available for at least 1 session before and at least 1 session after the normal school day, for which there is additional remuneration. Breakfast Club: 7.45 – 8.30am Stay and Play: 3.45 – 5.45pm
Salary	The salary will be determined by the Teaching Assistant scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 19 April 2026.

Interviews will be planned for shortly afterwards.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.