

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment



**TEACHING ASSISTANT
(NURSERY)
RECRUITMENT PACK**

Required for January 2026

Closing date: 10am Friday 7 November 2025

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

*Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS
(01384 - 816610)
NOR – 357(including Nursery)*

TEACHING ASSISTANT

Level 2

**15 hrs per week (worked Monday – Friday 8.30am – 11.30am)
(Temporary contract initially until 31.07.2026)**

We wish to appoint, from January 2026, a Teaching Assistant, to join this successful primary school, based in our Governor led Nursery, as part of our experienced EYFS team. The successful candidate will be an enthusiastic, committed professional, who, ideally, has had successful experience working as a Teaching Assistant within a Nursery.

This is an exciting opportunity to work in a school that is committed to achievement for all its pupils and ongoing professional development for staff.

We are looking for a candidate who is:

- ❖ A recognised Early Years qualification (see Government Early Years Government checker).
- ❖ An excellent practitioner with high expectations.
- ❖ Experienced at working with children with a variety of needs.
- ❖ Experienced at working within Foundation Stage.
- ❖ Flexible and works well in a team.
- ❖ Inspirational and creative.

If you would like to arrange to visit the School or if you have any questions regarding the post please contact Mrs J Bown, (EYFS Phase Leader) via jbown@alder.dudley.sch.uk

Application packs can be downloaded from the School Website www.alder.dudley.sch.uk.

Closing date for applications: 10am Friday 7 November 2025

Alder Coppice Primary School operates a safe recruitment process in line with Keeping Children Safe in Education and appointment to the post will be subject to suitable references, online checks and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Information about the School

Alder Coppice Primary School was built in 1967 and is situated in a pleasant part of Sedgley about a mile north-west of the town centre on the Northway Estate.



It was originally two separate infant and junior schools (5–7 and 7–11 respectively), with a nursery unit being added in the 1970s around the same time that the infant and junior schools became first and middle schools in September 1972. However, the first and middle schools merged to form a primary school in September 1988, and the two departments reverted to infant and junior in September 1990 when the age of secondary transfer was reduced from 12 to 11.

Alder Coppice Primary School currently has a Nursery and 2 classes in each year group Year 1 – Year 6, with one Reception class. There are approximately 360 children on roll.

The School is a Foundation School, having previously been Grant Maintained, and is within the Dudley Local Authority.

The School is accommodated in two buildings, separated by an internal service road. Both buildings have a hall, a library and offices. The Lower School building consists of the Foundation Stage and Key Stage 1 classes, a series of small group teaching and meeting rooms. The Upper School building houses all of the Key Stage 2 classes and the Staff Room. There is one mobile classroom and spacious grounds which contain four play areas and a playing field.

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Mission Statement

EMBEDDING EXCELLENCE

Every Lesson Counts

Lessons planned and delivered with attention to detail to ensure pupil progression.

Pupil Progress =

One year of visible learning progress for one year of input, regardless of academic achievement when they begin.

Vision Statement

A school renowned and acknowledged for its focus on all aspects of pupil development and excellent teaching, for the quality of learning delivered through an exciting and stimulating curriculum, based on high expectations of all.

Ethos Statement

We respect each other, expect our best and learn in a happy school.

Our Values

Respect - Responsibility - Honesty - Caring - Consideration

Respect & Responsibility Code

Stay Safe - Be Kind - Work Hard

Curriculum Vision Statement

An ambitious, challenging and inclusive curriculum, which has a well-sequenced progression of knowledge.

Aim of our Curriculum

- ☐ *Know More*
- ☐ *Remember More*
- ☐ *Do More*

KNOWING

Curriculum Content

*Facts - Know **that***
*Methods - Know **how***
*Conceptual - Know **why***
*Strategies - Know **when***

“If nothing has been retained in long-term memory, nothing has been learned.”

Kirschner, Sweller & Clark

**What matters most is not whether the teacher has taught it,
but whether the children learned it.**

Information about the Post

Thank you for your interest in the **Teaching Assistant** post at Alder Coppice Primary School.

Information about the Post

We wish to appoint for the start of the Spring Term on 5 January 2026 to join this successful primary school a full-time teacher on a fixed term post until 31 July 2026.

Visits and Further Information

There are opportunities to visit the School on Tuesday 21 October at 2pm, Wednesday 22 October at 4pm or Thursday 23 October at 2pm. To book a visit, or for further information about the post, please contact the EYFS Phase Leader Mrs J Bown on jbown@alder.dudley.sch.uk

Application Process

Please complete the School's Application Form which includes a Supporting Statement, which should outline:

- >your educational philosophy;
- >how your experience to date will enable you to fulfil the job description;
- >how you meet the requirements detailed in the enclosed job specification.

Application Forms, should be returned to the EYFS Phase Leader by, **10am Friday 7 November 2025** via email to jbown@alder.dudley.sch.uk

As a Foundation School we have our own Application Form. Please note that this Form is different to the standard Local Authority one. **Please make sure that you use the School Form, available on the School Website, when applying as we will not consider applications made on other Forms.**

Safeguarding

Alder Coppice Primary School operates a safe recruitment process in line with Keeping Children Safe in Education and appointment to the post will be subject to suitable references, online checks and an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Interviews

It is intended that interviews will be held by Friday 5 December 2025, so if you have not been contacted by this date, we thank you for your application, but regret that you have not been successful on this occasion.

Thank you for your interest and we look forward to receiving your application.

ALDER COPPICE PRIMARY SCHOOL



Achievement through Commitment

JOB DESCRIPTION TEACHING ASSISTANT Level 2

1. Context

To contribute to the development of a strong, effective Nursery with an emphasis on aspiration and attainment, delivered through strong practice and a firmly held and demonstrated belief in the role of the School in developing citizens for the future. All staff will be committed to providing children with high quality education and care. Staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all pupils and to the development of the School's community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The Vision for the School will be reflected in its ethos, which will be that of achievement, aspiration, commitment, good citizenship and enjoyment.

2. Job Purpose

To work with pupils, as directed by the Headteacher, to support their learning, social and emotional development to help them achieve their full potential. To assist Early Years Phase Leader in the management of Nursery pupils and the environment.

3. Specific Duties and Responsibilities - Support for Pupils

- 3.1 To promote pupils' development in a safe, secure, challenging environment.
- 3.2 To have regard for the safety and well-being of the pupil at all times.
- 3.3 To meet the physical/medical needs of the pupil according to a pupil's individual care plan whilst encouraging independence wherever possible. Medical needs include the administration of medicines by mouth or other medical procedures provided appropriate training has been given by an appropriate person.
- 3.4 To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.
- 3.5 To support children with additional needs to make their own progress
- 3.6 To participate in pupils' play and extend and stimulate language through conversation.

3.7 To focus on individual pupils to ensure their needs are being met within the group.

3.8 To encourage inclusion within the Nursery.

3.9 To encourage pupils to interact with others and engage in activities.

4. Specific Duties and Responsibilities - Support for Teachers

4.1 To liaise with Nursery Team and EYFS Phase Leader regarding the daily/weekly programme of activities and events.

4.2 To set out, prepare, use, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.

4.3 To gather information from parents/carers as requested.

4.4 To be aware of pupil problems/progress/achievements and report to the Nursery Team as agreed.

4.5 To support pupil assessment and record keeping as required.

4.6 To work within established disciplinary policy to anticipate and manage behaviour constructively, promoting self-control and independence.

5. Specific Duties and Responsibilities - Support for the School

5.1 To work alongside other professionals in assessing children's progress/needs.

5.2 To supervise pupils during free choice times in an outdoor environment

5.3 To work as a member of the staff team in all relevant activities.

5.4 To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the School, promoting the ethos of the School.

5.5 To be aware of all Health & Safety issues

5.6 To be a proactive member of the School and class team

6. Main Duties

The specific duties will be reviewed termly. The Headteacher and SENCO are responsible for the allocation of duties and timetable.

To work under the direction of the Early Years Phase Leader to support the learning of children in The Foundation Stage.

To meet/liase regularly with the Nursery Team to discuss planned work.

To discuss the children's progress or difficulties, as appropriate, with:

- EYFS Phase Leader;
- SENCO;
- The Headteacher;
- Appropriate outside agencies.

Contribute, as required, to the Annual Review for the child with a statement of Special Educational Needs.

7. Other

To administer (if trained) simple first aid as required and record any details or injuries, and treatment as required.

To assist with intervention programmes as required

8. Additional Duties

To undertake any other additional duties as reasonably required by the Headteacher.

9. Performance Management

To participate in the School's Performance Management system.

You must be aware of and comply with policies and procedures relating to child protection, health, safety and security, and data protection, reporting all concerns to an appropriate person.

10. General Data Protection Regulations (GDPR)

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations.

11. Health & Safety

Everyone in the School shares the responsibility for Health & Safety.

All staff must be mindful of the School's Health & Safety procedures and relevant policies when carrying out their day-to-day duties and responsibilities. Any concerns should be addressed or reported immediately to the Headteacher's PA or Site Manager.

12. Safeguarding & Child Protection

In accordance with the School's commitment to follow and adhere to the Department for Education guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people. You are required to have satisfactory Enhanced DBS clearance.

13. Confidentiality

To treat appropriate discussions and information received during the course of the job as confidential.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Alder Coppice Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

14. Statement of Accountability

You are accountable to your Line Manager and the Headteacher for your work in the School.

15. Working Hours

Term Time 8.30am – 11.30am Monday – Friday + INSET Days.

INSET days that require attendance as part of your working pattern and role to be discussed and agreed with the Headteacher.

16. Review

This job description will be reviewed. In addition, it may be amended at any time after consultation with you.

Signed _____ Teaching Assistant

Signed _____ Line Manager

Date _____

Job Specification

Attributes	Essential	Desirable	Evidenced Through
Qualifications & Training	GCSE Grade C/4 or above/or equivalent in both English & Maths	NVQ Level 2 for Teaching Assistants	Application Form
	Very good numeracy/literacy/IT skills	Further relevant qualification	Original documentation (Paper Qualifications)
	Recognised EYFS qualification for working in a Nursery setting	Relevant further CPD relating to supporting children	Application Form
	Safeguarding training	Relevant further CPD relating to specific special educational needs	Application Form
		First Aid Training	Application Form
Experience	Successful classroom experience as a Teaching Assistant in an EYFS setting.	Experience of working with and delivering the EYFS curriculum	Application Form
		Additional experience across the Early Years Foundation Stage	Application Form
		Experience of delivering Phonics in the Foundation Stage	Application Form
		Experience of delivering Little Wandle Phonics	Application Form
		Experience of delivering literacy and Maths interventions in Foundation Stage	Application Form
		Working on a 1-1 level with children who have specific behavioural difficulties.	Application Form
		Working on a 1-1 with children who have significant learning difficulties	Application Form

Attributes	Essential	Desirable	Evidenced Through
Attendance & Reliability	Very good attendance and reliability Very good time keeping Professional commitment Professional dress		Reference Reference Interview Reference
Professional Knowledge & Skills	An understanding of the requirements of the EYFS curriculum Ability to use support strategies that will continue to improve achievement and raise standards of attainment An approach which encourages active learning Very good communication skills at all levels Ability to meet deadlines		Supporting Statement Application Form Interview Application Form Supporting Statement Interview References Application Form Interview
Personal Qualities & Attributes	Attention to detail The ability to enthuse, inspire and motivate children Excellent self-management skills, including the ability to organise and plan one's own time effectively Ability to establish good and productive working relationships, and work well in a team Flexibility A sense of humour	Ability to be flexible at times of need so that hours of support can be used appropriately e.g. for visits, timetable variations	Application Form Interview Interview References Interview References Interview References