



## Pre-school Assistant

### Wool CE Primary School and Pre-School

Hours: 18 hrs, Monday to Friday\*

Term-time, term time (39 weeks)

Salary Range: Grade 5, SCP 4-6 £25,185 - £25,989 FTE (£13.05 - £13.47 per hour)

Actual Salary: £10,491 - £11,119 per annum, pro rata

Starting asap, Permanent

\*Occasions may arise throughout the year for the employee to pick up additional hours, subject to agreement

**Wool CE Primary School and Pre-School** is a warm and friendly school situated in the quiet and picturesque village of Wool. Nestled in the heart of South Dorset the school benefits from excellent transport links to Weymouth, Dorchester, Poole and Bournemouth both by rail and road. The school is part of Coastal Learning Partnership; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are looking for an outstanding **Pre-School Assistant** who has experience working in a similar Early Years setting to join our Pre-School. We would like candidates to apply who have a commitment to inclusion and helping pupils access their learning through building and sustaining positive relationships.

We would love to hear from you if you:

- Are keen to work in a supportive, learning environment built on sustaining positive relationships with others
- Work well in a team and are able to bring energy, creativity and enthusiasm to the role
- Support our school's Christian ethos, vision, values and Relationships and Behaviour Policy
- Have good communication skills

We can offer:

- The opportunity to work alongside a dedicated and friendly team
- A welcoming school with enthusiastic children who are keen to learn
- A school with a true family feel
- Excellent professional development opportunities

For more information about this role please contact the Headteacher, Ellie Griffiths on 01929 462569 or email the school office: [Wool.Office@coastalpartnership.co.uk](mailto:Wool.Office@coastalpartnership.co.uk).

**How to Apply:** Please send a completed application form to: [Wool.Office@coastalpartnership.co.uk](mailto:Wool.Office@coastalpartnership.co.uk)

**Closing Date:** Shortlisting for this post will start on 23<sup>rd</sup> January 2026, with the vacancy remaining open until the position is filled

**Interviews:** 26<sup>th</sup> January 2026

To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted.**

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check,*



*Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.*

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.

**Coastal Learning Partnership offers its employees a range of benefits, including:**

### Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

### CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

### Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

### Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU





## Job Description

## Pre-School Teaching Assistant

Start Date:	Asap, February 2026
Responsible to:	Pre-school Leader / Headteacher
Location:	Wool CE Primary School and Pre-school
Grade:	Grade 5, SCP 4-6 (£13.05 - £13.47 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Job Purpose & Objectives

To work under the direct instruction of teaching / senior staff, usually in or near the classroom with the preschool leader, to support access to learning for pupils; and provide general support to them in the management of an individual pupil or group of pupils and the classroom who may have particular requirements or EHCP. You are required to supervise children during the lunch hour as part of the lunchtime team and may be required to work in other areas of the school.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Main Duties & Responsibilities

- Supervise and support pupils, ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Promote and reinforce the self-esteem of pupils.
- Encourage pupils to interact with others and engage in activities.
- Encourage pupils to act independently as appropriate.
- Prepare the classroom as directed for sessions and clear afterwards and assist with the display of pupils' work.
- Work with staff in the planning of work programmes for individuals and groups of pupils.
- Delivery of work programmes for individuals and groups of pupils.
- Being a key worker for specific children in the pre-school and liaise with parents/carers
- Be aware of pupil needs / progress / achievements and report to the leader as agreed.
- Undertake pupil record-keeping as requested.
- Support the leader in managing pupil behaviour, reporting difficulties as appropriate.
- Gather / report information from / to parents / carers as directed.
- Provide clerical / administrative support e.g. photocopying, typing, filing, collecting money etc.
- Prepare and maintain equipment / resources as directed by the leader and assist pupils in their use.
- Be aware of and comply with policies and procedures of the school and in particular relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take



appropriate action should the need arise.

- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils, including before and after school and at lunchtimes.
- Occasionally there may be a requirement to physically lift pupils for safety or care needs.
- Where necessary attend to a pupil with soiled clothing.
- Accompany other staff and pupils on visits, trips and out of school activities as required.
- Assist children in holiday club and provide suitable activities for these ages.
- Clean the tables and toilet areas when necessary.
- Additional hours may be available during holiday clubs or other school activities.

#### **Supervisory / Managerial Responsibility**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

#### **Communication / Contacts**

- Contact with all staff and occasionally with parents and carers to pass on and receive information, advice, guidance, suggestions and ideas.
- Contact with pupils on issues which are generally not contentious but where the outcome may not be straightforward.
- The Pre-School Leader/Headteacher will arrange meetings, as needed, or as requested by the TAs, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

#### **Environment**

- The post holder will be required to exert moderate physical effort, for example periods of sitting/crouching/bending to engage pupils in learning activities, and engaging pupils in play activities and specific games as necessary. Many of these activities will be at floor level.
- There may be an occasional need to move some play equipment, and physically lift pupils for safety or care needs.
- The post holder will be expected to challenge and modify behaviour of pupils.
- There will be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.
- There will be a requirement to assist with toilet training young children and carry out intimate care.
- There is a requirement for basic cleaning to be undertaken.

#### **Career / Salary Progression**

- Professional development of the role is encouraged by the trust and the Pre-School Leader/Headteacher will undertake to arrange this, where possible, on request.

#### **Safeguarding Responsibilities**

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.



NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head of School (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head of School



## Person Specification

## Pre-School Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"><li>5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li><li>Qualification in Early Years practice (e.g. NVQ 3) or working towards one</li></ul>	
Experience	<ul style="list-style-type: none"><li>Working with or caring for children of a relevant age in an educational setting</li></ul>	<ul style="list-style-type: none"><li>Supporting pupils in achieving individual targets and where appropriate, more specialised knowledge in specific curriculum areas</li><li>Working within policies, guidelines and rules to apply a range of strategies related to learning activities, behaviour and care</li><li>Appropriate knowledge of first aid or willingness to train</li><li>SEND training/ Speech &amp; Language. This might include: PEICD Makaton PECS</li></ul>
Professional Knowledge	<ul style="list-style-type: none"><li>Good numeracy and literacy skills</li><li>Good IT skills</li><li>Excellent evaluation and monitoring skills</li><li>Understanding of the principles of Safeguarding and how this may apply to the role</li></ul>	<ul style="list-style-type: none"><li>Working with or caring for children with special educational needs</li><li>Delivering individual support plans</li><li>Sound knowledge of children with complex needs.</li></ul>
Professional skills & abilities	<ul style="list-style-type: none"><li>Able to work constructively as part of a team</li><li>Able to relate well to children and adults</li><li>Able to respond sensitively and flexibly to competing demands from pupils</li><li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li></ul>	<ul style="list-style-type: none"><li>Use a variety of interpersonal techniques to establish supportive relationships with pupils, parents and carers</li></ul>
Physical skills & abilities	<ul style="list-style-type: none"><li>Able to cope with personal hygiene needs and respond appropriately to pupils</li></ul>	<ul style="list-style-type: none"><li>Able to exert moderate physical effort; crouching or bending when working with pupils</li></ul>

*Whilst originally based at Wool CE Primary School and Pre-School, the post holder may be required to travel to other local sites, including other CLP schools.*