



Westwood Primary School

 westwoodprimaryschool.co.uk

📍 Westwood Road, Clayton-le-Woods, PR5 8LS ☎ 01772 628 051

Head Teacher: Mrs Julie Martin ✉ head@westwood.lancs.sch.uk

School Business Manager: Mrs Sophie Bradey ✉ bursar@westwood.lancs.sch.uk

School Business Support: Mrs Joanne Brereton ✉ admin@westwood.lancs.sch.uk

Job Description: EYFS/KS1 Teaching Assistant (2B) – Fixed term until 31/08/2026 (with possibility of extension)

About Westwood

Westwood Primary School is excited to offer an opportunity for a passionate and committed **Teaching Assistant 2B** to join our welcoming and dynamic team.

We are proud of our **calm, purposeful atmosphere**, which supports both students and staff in achieving their full potential. Our core values—**courage, creativity, curiosity, respect, resilience**, and **resourcefulness**—shape everything we do, from curriculum design to daily interactions.

About the Role

As a **Teaching Assistant 2B**, you will:

- Support class teachers and pupils in Early Years Foundation Stage (EYFS) and Key stage 1 (Year 1 and 2).
- Play a key role in supporting high-quality teaching and learning.
- Contribute meaningfully to raising standards across the school.

We Are Looking for Someone Who:


- Has a proven ability to **inspire and motivate** children across all subjects.
- Builds **inclusive, respectful, and nurturing** relationships with pupils.
- Works in strong partnership with **families, colleagues, and external professionals**.
- Maintains a high level of **professionalism** at all times.
- Is a **dedicated team player**.

Contract Details:

- **Hours:** 28.75 hours per week, Monday to Friday
 - **Weeks Worked:** 39 weeks (term time only – pro rata)
 - **Salary:** Please note, the salary quoted is full-time equivalent.
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Come and Meet Us!

We warmly welcome visits to our school. To arrange a visit or to have an informal chat, please contact the school office at:

 **01772 628 050**

How to Apply

Please complete the **attached application form** and return it by the specified deadline.
CVs will not be accepted.

Important Information:

Safer Recruitment Notice:

In line with **Keeping Children Safe in Education 2024**, an **online search** will be conducted as part of our pre-appointment checks on all shortlisted candidates.

Equal Opportunities:

Westwood Primary School is proud to be an **Equal Opportunities Employer**. We welcome applications from all sections of the community.

Rehabilitation of Offenders & DBS:

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)**. If successful, you will be required to apply for a **Disclosure and Barring Service (DBS) check**.

All DBS information will be handled confidentially in accordance with the DBS's **Code of Practice**. You may access this at www.gov.uk/dbs or request a copy from the school.

Lancashire County Council has policies on the **Handling of DBS Certificate Information** and on the **Recruitment of Ex-offenders**, which are available upon request.

Review and Signatures

This job description will be reviewed annually. Amendments can be made at any time with mutual agreement.

Signed (Headteacher): _____ Date: _____

Signed (HLTA): _____ Date: _____