

Job Advertisement: Teaching Assistant & Extended Provision Lead (Dual Role)

Location: Primary School

Start Date: 4.08.26

Hours: 37.5 hours per week (term time + holiday working)

Grade: C (Teaching Assistant Scale) D Holiday club Lead

About the Role

We are seeking a dedicated, flexible, and enthusiastic individual to join our team in a **dual-role position**, combining a **Teaching Assistant role** with leadership responsibility for our **extended and holiday provision**.

This is a varied and rewarding role suited to someone passionate about supporting children's learning while also leading high-quality wraparound care.

Key Responsibilities

Teaching Assistant (Grade C)

- Initially based in **Reception class**, supporting teaching and learning
- May be required to work across other year groups as needed
- Support pupils' development, wellbeing, and engagement in the curriculum
- Work closely with teachers to deliver high-quality learning experiences

Extended Provision (Breakfast & After-School Club)

- **Breakfast Club:** Daily supervision and support
- **After-School (Tea) Club:** 3 days per week
- Working hours:
 - **3 days:** 8:00am - 5:30pm
 - **2 days:** 8:00am - 1:00pm
- Plan and deliver engaging, safe, and inclusive activities

Holiday Club Lead (Grade D)

- Organise and lead a **Holiday Club 2 days per week**, during all school holidays **except Christmas**
- Design activity programmes and ensure high-quality provision

- Manage resources, staffing support (if applicable), and bookings

Additional Responsibilities

- Act as a **Safeguarding Lead** for extended provision and holiday club
- Be a **key holder** for the school site
- Ensure compliance with safeguarding, health & safety, and school policies
- Oversee organisation, administration, and smooth running of clubs

What We Are Looking For

- Experience working with primary-aged children (EYFS experience desirable)
- Experience of Read Write Inc
- Strong organisational and leadership skills
- Knowledge of safeguarding procedures.
- Ability to work flexibly across roles and age groups
- Reliable, proactive, and able to take initiative
- A warm, caring, and positive attitude

What We Offer

- A supportive and friendly school environment
- Opportunities for professional development
- A varied and rewarding role within a committed team

How to Apply

For an application pack or for more information please contact the School on: 01805 623269 or by email: admin@monkleigh-primary.devon.sch.uk. Application forms will be used and references sought. Information packs will be sent to all applicants.

Closing date : 29th June 2026

Interviews 7th July

This school is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and satisfactory references.