EYFS Teaching Assistant - Thursday & Friday

January 2026

Temporary to 31st August 2026
Thursday and Friday, 8.30am-3.30pm

East Oxford Primary is a thriving school of 300 pupils at the heart of Oxford's vibrant Cowley Road. Our school reflects our diverse community with a wide range of ethnic and socio-economic backgrounds. The school has a happy and committed staff team who work hard to bring about good outcomes for our children in all areas of their development. The school was judged Good at our last Ofsted inspection in 2019.

Through our 'expert curriculum', we create exciting learning experiences for children, and enrich our provision through brass lessons for all children in Year 4 and 5, Forest School, after-school clubs, theatre visits and performances, and lots, lots more. We feel that enrichment activities such as these are key to children's development.

We are currently seeking to appoint a teaching assistant to our staff team, initially to work within the EYFS phase. This is a temporary position to August 2026, with the possibility of extension subject to numbers and budget.

All staff at East Oxford Primary are well supported to develop their own practice and career aspirations. Candidates are welcome to visit the school to meet our staff and children and experience the school's distinctive and positive ethos. Please contact us by telephone or email admin@eastoxfordprimary.co.uk to arrange a mutually convenient time.

East Oxford Primary School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory 'Disclosure and Barring Service Enhanced check'

Closing Date for Applications: Tuesday 6th January 2026

Provisional Interview Date: TBC.

Applications should be made via the support staff application form available on our website (A-Z > Vacancies), and returned to admin@eastoxfordprimary.co.uk.

Job Description

TEACHING ASSISTANT — Grade 4

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

SUPPORT FOR PUPILS

• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
• Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
• Establish constructive relationships with pupils and interact with them according to individual needs
• Promote the inclusion and acceptance of all pupils
• Encourage pupils to interact with others and engage in activities led by the teacher
• Set challenging and demanding expectations and promote self-esteem and independence
• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR TEACHERS

• Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
• Assist with the planning of learning activities
• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
• Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
• Establish constructive relationships with parents/carers
• Administer routine tests and invigilate exams and undertake routine marking of pupils' work
• Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
• Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
• Support the use of ICT in learning activities and develop pupils' competence and independence in its use
• Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

• Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
• Contribute to the overall ethos/work/aims of the school
• Appreciate and support the role of other professionals
• Attend and participate in relevant meetings as required
• Participate in training and other learning activities and performance development as required
• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

PERSON SPECIFICATION

We are open to applications from a wide range of potential candidates, from those with experience of working in schools to candidates looking for a career change.

Our successful candidate will have experience of working or volunteering with children in this age group. They will be fluent in English and demonstrate flexibility and initiative. They will have a friendly and approachable manner with children, and will be willing to undertake further training as required.

Experience of working with children with English as an Additional Language, or Special Educational Needs will be an advantage.

This job description may be adapted on appointment with regard to the successful candidate's skills, interests and career aspirations.

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East Oxford Primary School is located just outside Central Oxford, with good links to local transport networks.

We are a 20 minute walk from the Carfax Tower, and are served by a number of bus routes along the Cowley Road and Headington Road. Car parking is available on site.

East Oxford Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA 'Barred List for Children'.