Lakenheath Community Primary School

Mill Road, Lakenheath, Suffolk IP27 9DU (01842) 860256
e-mail: accounts@lakenheath.suffolk.sch.uk
Headteacher: Michael Tingey

Job Title: Teaching Assistant (Reception Class) – Maternity Cover
Start date: January 2027

Salary: TA – Grade 2, Point 2, £12.85 an hour (starting salary based on knowledge and experience)
MDSA – Grade 1, Point 2, £12.85 an hour

Job term: Full time (M-F: 8:30-3:15) or potential for part time options.

Are you passionate about giving young children the very best start in life?

We are delighted to be seeking a dedicated Teaching Assistant to join our fantastic team in Reception on a maternity cover basis!

This is a wonderful opportunity to become part of our brand-new school, with its beautiful, purpose-built learning environment and exceptional early years provision. You will be joining a welcoming, friendly and supportive team of staff who are passionate about creating an inspiring, nurturing and engaging environment where every child feels valued and has the opportunity to thrive.

We are looking for someone who shares our passion for early childhood education, brings energy and enthusiasm to every day and is committed to making a real difference to children's learning and development. If you love the magic of the Early Years, enjoy being part of a collaborative team and want to help our youngest learners flourish, we would love to hear from you!

Responsibilities:

- Support the learning, play, and development of children in reception, in line with the Early Years Foundation Stage (EYFS).
- Provide tailored support for children with SEND, ensuring their individual needs are met in a nurturing environment.
- Work closely with the EYFS team to plan and deliver engaging, play-based learning activities.
- Help create a safe, stimulating, and inclusive environment that supports children's social, emotional, and physical development.
- Build strong, positive relationships with children, encouraging confidence, independence, and curiosity.
- Observe, monitor, and record children's progress, contributing to learning journeys and next steps.
- Work collaboratively with the SENCO and other professionals to support children with additional needs.
- Support children with daily routines, including personal care where appropriate.
- Contribute to creating a warm, welcoming nursery community for children and their families.

Requirements:

- A genuine passion for working with young children in an Early Years setting.
- Understanding of child development and the EYFS framework.
- Knowledge and understanding of different types of SEND and relevant strategies to support students' individual needs.
- Patience, empathy, and excellent interpersonal skills to establish rapport and build positive relationships with students, parents, and colleagues.

- Strong communication skills to effectively collaborate with teachers, SENCOs, and other professionals involved in the student's care.
- Flexibility and adaptability to respond to changing needs and provide appropriate support in different situations.
- A commitment to safeguarding and promoting the welfare of children.

Desirable: (not essential)

- Relevant qualifications in special education, such as a Teaching Assistant Level 2 or 3 Certificate or equivalent.
    - Training or certification in specific areas of SEND, such as Autism Spectrum Disorder (ASD), speech and language difficulties, or behavioural management.
    - Relevant early years qualification (e.g. Level 2 or Level 3 in Childcare/Early Years)
    - Experience working in a nursery or early years setting.
    - Knowledge of inclusive practice in Early Years
    - Experience working with children with SEND, preferably within a school or educational setting.

If you are enthusiastic, nurturing, and excited by the idea of working in our brand new school setting, we would love to hear from you.

If you are passionate about working with children and believe you have the skills and dedication required for this role, we would love to hear from you. Please submit your application to accounts@lakenheath.suffolk.sch.uk.

Note: This role is available as both part-time and full-time, depending on the candidate's preference and availability.

We appreciate all applications; however, only shortlisted candidates will be contacted for an interview.

Please feel free to contact Michael Tingey (Headteacher) on head@lakenheath.suffolk.sch.uk who will be happy to show you around our lovely school, or to discuss the role.

Closing date: 10:00am on 30th November 2026

Interviews: 4th December 2026

We reserve the right to close the advertisement early if we receive a high volume of suitable applicants. Please ensure you submit an application at your earliest convenience.

Information about the School

Lakenheath CP School is a 'Good' school (Ofsted February 2024) on Suffolk/ Norfolk and Cambridgeshire border. We have a wonderful team of staff, active and informed governors and supportive families who all help the children to be safe and happy and to make exceptional progress. It is our aim to make sure that all members of our school community are supported and feel included and valued.

Lakenheath CP School is committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) check will be required.

We care deeply about inclusive working practices and diverse teams. If you would prefer to work part-time or as a job-share, we will facilitate this wherever we can.

Further details and an application form are available from the school website www.lakenheath.suffolk.sch.uk

Alternatively contact Mrs C Nobbs, Business Manager
Telephone: (01842) 860256 E-mail: accounts@lakenheath.suffolk.sch.uk

- This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- An Enhanced DBS check will be required.
- Suffolk County Council – welcoming diversity.