

1:1 EYFS/KS1 Teaching Assistant

School

Westbrook Lane Primary School

Post Title

Teaching Assistant

GRADE

Level 1 (A1/B1)

Post(s) to which directly responsible

Immediate Line Manager

Post(s) for which directly responsible**Purpose of job**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

- To provide support for individuals and small groups within the classroom setting with a positive, caring and professional manner
- Have knowledge of Special Education Needs and Disabilities approaches, and hold a positive and inclusive attitude to children and families who are within this group.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to develop their independence as appropriate
- To prepare the classroom environment, resources and assist with the display of pupil's work.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour and social/emotional development, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions and routines

- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To 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.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, as timetabled
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To ensure that all policies and risk assessments relevant to role are read understood and followed
- To undertake any other duties that are commensurate with the post

Relationships

The postholder will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, parents/carers, colleagues, other members of staff, line managers and partner agencies such as Speech Therapists etc

Physical Conditions

The post is based at Westbrook Lane Primary School

Westbrook Lane Primary School has access by stairs and is accessible by disabled persons via the school drive and front entrance.

This post is subject to an enhanced Disclose and Barring Service check

The school operates a non-smoking policy

Economic conditions

Grade:	Level 1 (B1)
Annual Leave:	Term time only working
Hours:	35 hours per week including 30minutes lunch duty per day
Conditions of Service:	NJC Conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the school.

QUALIFICATIONS. Maths and English

Safeguarding Statement.

At Westbrook Lane we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Lane End.

We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

We also exercise this responsibility by educating our children so that they grow in their understanding of their rights and responsibilities to themselves and others, in safety consciousness, and, in their maturity and abilities to keep themselves and others safe.

We perceive this to be part of our role in promoting British values.

Job Description Prepared / Reviewed by: Amy Rovers, SBM

Date: 23/9/2026

Job Description Approved by: Helena Fishburn, HT

Date: 23/9/2026

I have received, read and agree to the job description as a Teaching Assistant.

Employee

Signed

Print

Date

Head Teacher

Signed

Print

Date

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills. Must have Maths and English grade C or above (or equivalent)	*		A & I
Ability to relate well to children and adults	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Have knowledge of SEN within the school setting	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme or similar		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience of working with child with Special Educational Needs and Disabilities	*		A & I
Experience of dealing with queries from a wide range of people	*		A & I
Experience in supporting children with communication delay and neuro-diversity	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible, accountable and co-operative attitude to working towards the achievement of the school's aims and objectives	*		I
An ability to truly respect and ensure the wellbeing of children with SEND	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form T = Test I = Interview C = Certificate
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