



Job Description

Job Title	Teaching Assistant – Level 4
Salary Scale	NJC 7-11
Responsible To	Phase Lead
Responsible For	No subordinate staff
Number in Post	2
Date Drafted	Revised August 2025

Job Purpose

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher.

Job Activities

Key Duties:

1. Plan, prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher (cover for teachers' Planning, Preparation and Assessment time);
2. Plan, prepare and deliver interventions across several year groups under the direction of the Phase Leader;
3. Assess, record and report on development, progress and attainment;
4. Liaise with staff and other relevant professionals and provide information about pupils as appropriate;

5. Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision;
6. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning;
7. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate;
8. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate;
9. Teaching Assistants at this level are expected to undertake the following:
 - a) Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties
 - b) Provide specialist support to pupils where English is not their first language
 - c) Provide specialist support to gifted and talented pupils
 - d) Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
10. Demonstrate an understanding of safeguarding and child protection in line with school policy and procedures;
11. To act as lunchtime supervisor for 40 minutes per day of the pupil lunch hour.

Teaching Assistants in this role may also undertake some or all of the following:

1. Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
2. Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement etc.;
3. Contribute to the development of policies and procedures;
4. Provide short- term cover supervision of classes;
5. Supervise or manage the work and development of other classroom support staff;
6. Be responsible for the preparation, maintenance and control of stocks of materials and resources;
7. Liaise with external agencies on a regular basis;
8. Provide pastoral care to pupils for example as head of year or tutor group;
9. Be responsible for pupils who are not working to the normal timetable;
10. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
11. Invigilate exams and tests;
12. Be responsible for the presentation of displays;
13. Attend training and development events relevant to the role.

Notes:

This job description will be reviewed annually as part of the appraisal process and may be varied in the light of the School's changing business needs. The job description sets out the main duties of the post at the date it was drafted. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations occur occasionally and cannot justify any reconsideration of the grading of the post. Changes will be made in consultation with the individual. If however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

Location:

The job is initially located on the school's main site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his/her competence, such jobs being in his/her present or any other location as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

Hours:

37.5 hours per week, Monday - Friday although some evening or weekend working may occasionally be required to support the school's activities.

This is a term-time only post whereby you are required to work 39 weeks per year.

Person Specification for Higher Level Teaching Assistant

		To be identified by:
Education and Qualifications:		
Meet HLTA standards or equivalent qualification or experience	Essential	Application Form/Interview
NVQ Level 3 qualification in supporting teaching and learning or equivalent	Essential	Application Form/Interview
GCSE (or equivalent) Maths or English, A*-C	Essential	Application Form/Interview

Experience: applicants should be able to demonstrate recent and relevant experience of:		
Minimum of three years' experience of working with children	Essential	Application Form/Interview
Experience of working in a relevant classroom/service environment	Essential	Application Form/Interview
Experience of supporting and leading learning activities in a specialist area	Essential	Application Form/Interview
Experience of supporting pupils with challenging behaviour	Essential	Application Form/Interview

Knowledge: Applicants should be able to demonstrate a good knowledge and understanding of the following areas related to this post:		
Knowledge of how children can learn through creative and performing arts	Desirable	Application Form/Interview
Knowledge of how children with special Educational Needs are supported	Essential	Application Form/Interview
Ability to relate well to children	Essential	Application Form/Interview

Ability to work as part of a team	Essential	Interview
Good communication skills	Essential	Application Form/Interview
Ability to relate well to parents/carers	Essential	Application Form/Interview
Time management skills	Essential	Interview
Organisational skills	Essential	Interview
Knowledge of classroom roles and responsibilities.	Essential	Application Form/Interview
Knowledge of the concept of confidentiality	Essential	Interview
First Aid certificate	Desirable	Application Form
Ability to make effective use of ICT	Essential	Interview
Knowledge of policies and procedures relevant to child protection and health and safety	Essential	Interview

Other:		
Commitment to undertake in-service development	Essential	Interview
Commitment to safeguarding and protecting the welfare of children and young people	Essential	Application Form/Interview
Be approachable, positive, flexible and enthusiastic with a good sense of humour	Essential	Interview

Demonstrate a high level of commitment and professionalism	Essential	Interview
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