

School:	St. Oswald's C of E Primary School
Job Title:	Teaching Assistant
Grade:	NJC Scale – B2 (SCP 6-7)
Hours:	30.83hrs per week (8.40am – 3.20pm.) Term Time Only
Contract Type:	Temporary (until July 2026)

Job Purpose:

- 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.
- To provide close support to learners with SEND, at times working very closely with particular learners.

Main Responsibilities

- 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.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- 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.
- 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 to meet any stipulated outcomes with any learning plans or EHCPs.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupil's 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.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.



St Oswald's

C of E Primary School, Guiseley

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Assist with the supervision of pupils at lunchtimes.
- 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.

General Duties

- Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills.
- To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.
- To work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.
- Be aware of and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Special conditions:

This post is subject to an enhanced check and barred list checks with the Disclosure & Barring Service. The post holder will be required to complete additional Safeguarding check in line with the Disqualification from childcare Regulations process. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PERSONAL SPECIFICATION ESSENTIAL REQUIREMENTS

It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

- Good numeracy/literacy skills
- Effective use of ICT to support learning
- Use of other equipment technology – video, photocopier
- Ability to relate well to children and adults
- Work constructively as part of a team

Knowledge Required

- Maths and/or English GCSE A*-C or equivalent.
- NVQ 2 for Teaching Assistants or appropriate level of experience of operating in the classroom environment.
- Completion of DfES Teacher Assistant Induction Programme or equivalent qualifications or experience
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Basic understanding of child development and learning.
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies with training in the relevant learning strategies e.g., literacy

Experience Required

- Working with or caring for children of relevant age.

Behavioural & other Characteristics required

- Committed to continuous improvement.
- Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.
- Carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.
- Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development