



Post Title	Teaching Assistant
School / Organisation	Avanti Meadows
Location	Bishop's Stortford
Grade	Grade 3, £25,117 - £26,216 per annum, pro rata <i>Approximately £17,408 - £18,170 per annum (0.69309 FTE)</i>
Hours	32.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Head of School
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- During the short-term absence of the class teacher a Level 3 teaching assistant may be required to supervise the whole class and deliver pre-prepared activities.
- To provide general support to the class teacher in the management and organisation of the pupil and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

RESPONSIBILITIES OF THE JOB

Support for pupils:

- To support working relationship with the pupils, acting as role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- Commitment to the safeguarding and welfare of children and young people
- To support pupils with special educational needs through the delivery of specific learning programmes and to contribute to setting individual learning plan (ILP) targets and to ILP reviews.
- To encourage pupils to interact and work cooperatively, ensuring all pupils are engaged in activities.
- To provide support in the delivery of the National Curriculum.

Support for the teacher:

- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. In the short-term unplanned absence of the teacher, to cover all pre-prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To observe, monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.



- To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy.

Support to the school

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out-of-school activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policies and the Trust's Ethos Policy.

Support for the curriculum

- To assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by the class teacher.
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Principal.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Experience of working with relevant age group within a learning environment	X	
2.	Experience of working with children with additional learning needs		X
3.	Excellent level of literacy and numeracy skills	X	
4.	Experience of general administrative work e.g. photocopying, laminating and the ability to work well within a team	X	
5.	Experience in a relevant discipline	X	
6.	Working knowledge of relevant strategies in appropriate curriculum or learning area	X	
7.	Ability to communicate clearly and concisely both orally and in writing	X	
8.	Ability to successfully complete first aid and other training as required	X	
9.	An understanding of classroom roles and responsibilities	X	
10.	Ability to relate well to children and adults to build and maintain effective relationships	X	
11.	Good working knowledge of national curriculum	X	



12.	An ability to understand the principles of child development and learning processes and in particular barriers to learning	X	
13.	Ability to observe, monitor and provide constructive feedback on pupils progress	X	
14.	Good working knowledge of relevant policies and codes of practice and awareness of relevant legislation	X	
15.	Ability to contribute to pan effective actions for pupils at risk of underachieving	X	
16.	Ability to provide necessary personal care to children	X	
17.	High degree of drive, resilience and enthusiasm	X	
18.	Ability to understand the role of parents and carers in pupils learning and demonstrate ability to liaise with them sensitively and effectively	X	
19.	Promote and safeguard the welfare of children and young people within the school	X	
20.	Awareness of Health and Safety requirements within a school setting		X
21.	Commitment to professional development, learning and development	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2025/09/Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf>