



Inspired by yesterday, Learning today, Leading tomorrow

Job Description	
<b>Job title</b>	Teaching Assistant
<b>Reports to</b>	Headteacher
<b>Hours of work</b>	Full Time / Part Time (38 weeks term time)
<b>Salary</b>	Grade 1- 5 (£23,656 - £24,790 FTE)
<b>Responsible for</b>	Supporting Teaching and Learning

### Main Duties and Responsibilities

#### Supporting Teaching and Learning

- Support individuals and groups of pupils in accessing learning activities.
- Assist teachers in delivering high-quality teaching and learning experiences.
- Help pupils remain focused, motivated and engaged in lessons.
- Provide targeted support to pupils who require additional help with their learning.
- Assist with the preparation, organisation and maintenance of classroom resources.
- Support the use of ICT and other learning technologies within the classroom.
- Reinforce learning objectives and encourage pupils to work independently where appropriate.
- Assist with educational visits, enrichment activities and special events.

#### Supporting Pupils

- Promote pupils' emotional wellbeing, confidence and independence.
- Encourage positive relationships and social interaction among pupils.
- Support pupils with special educational needs and disabilities (SEND) under the direction of the class teacher and SENCO.
- Help implement individual support plans, intervention programmes and learning targets.
- Observe and report on pupils' progress, achievements and any concerns.
- Provide pastoral support and act as a positive role model for behaviour and attitudes.



## Person Specification

### Teaching Assistant

#### Supporting the Classroom and School Environment

- Assist in preparing and maintaining a stimulating and safe learning environment.
- Help create and maintain classroom and corridor displays.
- Support the supervision of pupils during breaktimes, lunchtimes and transitions throughout the school day.
- Assist with administrative tasks such as preparing resources, record keeping and maintaining learning materials.
- Contribute positively to the ethos, values and wider life of the school.

#### Communication and Teamwork

- Work collaboratively with teachers, teaching assistants, the SENCO and other professionals.
- Build positive relationships with parents and carers when appropriate.
- Attend relevant meetings, training sessions and professional development opportunities.
- Share information appropriately and maintain confidentiality at all times.

#### Safeguarding and Professional Responsibilities

- Promote and safeguard the welfare of all pupils.
- Follow school policies and procedures, including safeguarding, behaviour, health and safety, equality and data protection.
- Maintain professional standards and act as a positive ambassador for the school.
- Participate in performance management and professional development activities.
- Be a general and active advocate of maintaining excellent safeguarding standards across the whole school and improving these where possible.



## Person Specification

### Teaching Assistant

#### Additional Responsibilities (Optional Additional Hours)

#### Where contracted:

- Support the running of Breakfast Club from 7:45am.
- Assist with Afterschool Club provision until 5:30pm.
- Ensure pupils are safe, engaged and supported during extended school provision.
- Organise and supervise age-appropriate activities.

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> <li>● Good communication and interpersonal skills.</li> <li>● Good standard of literacy and numeracy (GCSE Grade C/4 or above in English and Maths or equivalent).</li> <li>● Ability to work effectively as part of a team.</li> <li>● Positive, patient and caring approach to supporting children.</li> <li>● Commitment to safeguarding and promoting children's welfare.</li> <li>● Ability to maintain confidentiality and professionalism.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of working with children in a school, childcare or voluntary setting.</li> <li>● Teaching Assistant qualification (Level 2 or Level 3).</li> <li>● Experience supporting pupils with SEND.</li> <li>● First Aid qualification or willingness to undertake training.</li> <li>● Experience delivering intervention programmes.</li> <li>● Experience supporting breakfast, lunchtime or after-school provision.</li> </ul>
Personal attributes	
The successful candidate will be	
<ul style="list-style-type: none"> <li>● Committed to promoting high-quality care to pupils.</li> <li>● Dedicated to promoting their professional development and achieving desired qualifications.</li> <li>● Able to plan and take control of situations.</li> <li>● Committed to contributing to the wider school and its community.</li> <li>● Capable of handling a demanding workload and successfully prioritising work.</li> <li>● Professionally assertive and clear thinking.</li> </ul>	

Safeguarding statement



## Person Specification

### Teaching Assistant

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required.*