



Job Title: Teaching Assistant
Grade: Band 03, scale point 3-4

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



Core Purpose

As a Teaching Assistant, you will work alongside teachers to support pupils' learning, promote their independence, and help them achieve their best. Your role will involve direct work with students, contributing to lesson delivery, and ensuring an inclusive, safe, and supportive environment.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Support pupils' learning in the classroom and in small groups by helping them understand instructions, stay focused, and build confidence and independence.
- Work closely with the class teacher to adapt learning materials and activities to meet pupils' individual needs, including those with special educational needs or disabilities (SEND).
- Help maintain a positive and inclusive learning environment by promoting good behaviour, encouraging teamwork, and supporting pupils' emotional wellbeing.
- Prepare classroom resources, support with general admin tasks (e.g. photocopying, marking simple work), and help with the smooth running of lessons.
- Monitor and record pupils' progress, behaviour, and engagement in learning, providing regular feedback to the teacher and contributing to reviews and planning.
- Foster positive relationships with pupils, staff, and parents, working collaboratively with colleagues and external professionals to support each child's development.
- Ensure pupils' safety and wellbeing by following safeguarding procedures and maintaining professional boundaries at all times.
- Use ICT effectively to support learning activities and help pupils develop their digital skills.
- Participate in relevant training, team meetings, and whole-school activities to support the wider life and ethos of the school.

Professional Standards

You will be expected to uphold the Professional Standards for Teaching Assistants (2016), which include:

1. **Professional Conduct** – Acting with honesty, integrity, and professionalism.
2. **Knowledge and Understanding** – Supporting learning with relevant skills and subject knowledge.
3. **Teaching and Learning** – Contributing to classroom delivery and learning outcomes.
4. **Working with Others** – Collaborating with staff, parents, and pupils to support development.

Other Duties

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	<p>Good level of literacy and numeracy (e.g. GCSE English and Maths – Grade C/4 or above)</p> <p>NVQ Level 3 or equivalent qualification in Supporting Teaching and Learning, or willingness to work towards</p> <p>Experience of working with children or young people</p> <p>Proven ability to work effectively as part of a team</p>	<p>Higher-level qualifications (e.g. HND, degree)</p> <p>Experience working in a school or educational setting</p> <p>Familiarity with the national curriculum and SEND support</p> <p>Evidence of recent continuing professional development</p>
Knowledge/Skills	<p>Strong communication skills and the ability to relate well to children and adults</p> <p>Good ICT skills and confidence using technology to support learning</p> <p>Ability to support differentiated learning and adapt to pupils' individual needs</p>	<p>Confident engaging with a diverse range of pupils and stakeholders</p> <p>Experience using behaviour management strategies</p> <p>Ability to contribute to planning and assessment</p>



	<p>Well organised, self-motivated, and able to manage workload and prioritise tasks</p> <p>Committed to promoting inclusion, equality, and respectful behaviour</p> <p>Reliable, with excellent attendance and punctuality</p> <p>Reflective and open to professional learning and development</p> <p>Able to remain calm under pressure and respond sensitively in challenging situations</p>	<p>Willingness to take initiative and work independently when required</p>
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