



Crocombe C of E Primary School

Job Description – Teaching Assistant

Crocombe C of E Primary School

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| Post: | General Teaching Assistant |
| Start Date: | 1 st September 2025 |
| Contract Type: | Permanent |
| Salary: | Grade 15 Point 3 |
| Hours: | 28 hour & 50 minutes, term time only + 1 inset day |
| Reporting To: | Head of School |

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| Job Purpose: |
| <ul style="list-style-type: none">• To work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion.• To give assistance to pupils so that they can access the curriculum, participate in learning and experience a sense of achievement.• To provide a high standard of physical, emotional, social, and intellectual care for children placed in the setting.• To give support to the staff within the setting.• To work as part of a team to provide an enabling environment in which all children can develop, learn and thrive. |

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| Duties and Responsibilities: |
| <ul style="list-style-type: none">• Supporting in the planning, monitoring, and evaluating effective and differentiated curriculum opportunities, including home learning, with support and guidance from the Class Teacher and Head of School.• Support the Class Teacher and Head of School in the assessment, recording and reporting on children's development, progress, and attainment, helping inform the Class Teacher in setting clear targets, which build on children's interests and prior attainment.• Using professional knowledge and expertise, help support in identifying early developers/able pupils and those with additional educational needs, working with parents and other professionals to give positive and targeted support where needed.• Develop ongoing positive relationships with parents• Working effectively with the Class Teacher, Head of School, other Support Staff, and other adults.• Supporting the teaching team to ensure high standards of behaviour.• Supporting in the planning of opportunities to contribute to pupil's spiritual, moral, social, emotional, and cultural development. |

- Help to maintain a well-organised, safe, and enabling learning environment.
- Undertake in a share of lunch time duties and rota duties for school activities.

In addition, any other comparable duties as the Executive Head Teacher, Head of School or Class Teacher may require from time to time.

I have read the Job Description and I agree to carry out the above duties as and when required.

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| Head Of School/Line Manager's Signature: | |
| Date: | |
| Post Holder's Signature: | |
| Print Name: | |
| Date: | |

Personnel Specification – Nursery Practitioner

| Attributes | Criteria | How Identified | Rank |
|-------------------------------|---|----------------|-----------|
| Education and Training | 1. Minimum of a relevant and recognised Level 2 qualification | A | Essential |
| | 2. Evidence of ongoing personal development training | A & I | Desirable |
| | 3. Desire to continue with professional development | A & I | Desirable |
| | 4. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS) | A & I | Desirable |
| | 5. Recent Paediatric First Aid certificate | A | Desirable |
| | 6. Basic Food Hygiene | A | Desirable |
| Relevant Experience | 7. Experience in working with children | A & I | Essential |
| | 8. Experience of working in an early years setting | A & I | Desirable |
| | 9. Experience of working in partnership with parents | A & I | Desirable |
| General and Special Knowledge | 10. Knowledge of legislation relevant to Safeguarding, SEN, Childcare Act 2006 | A & I | Essential |
| | 11. Knowledge of Child Development and children's needs | A & I | Essential |
| | 12. Ability to work with parents/carers/families to encourage partnership working | A & I | Essential |
| Skills and Abilities | 13. Ability to communicate well with adults and children | A & I | Essential |
| | 14. Ability to work as part of a team | A | Essential |
| | 15. Ability to write legibly | A | Desirable |
| | 16. Good presentation skills | A | Desirable |
| | 17. Possess a level of general computer literacy with a range of IT skills. | A & I | Desirable |
| | 18. Good organisational skills | A & I | |
| | 19. Ability to demonstrate creative abilities | A & I | Desirable |
| Any Additional Factors | 20. Understanding of Equal Opportunities | A & I | Essential |
| | 21. Awareness of Health & Safety and practical Hygiene issues | A & I | Essential |
| | 22. Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary | A & I | Essential |

Key:

A = Application

I = Interview