JOB DESCRIPTION

Job Title	**Teaching Assistant**
Grade	Grade 4 (SCP 4 - 6)
Reports to	Harriet McGilloway
Location	Grange Community Nursery & Primary School

Main Purpose of the Role

To support the teacher and school staff in delivering high-quality education and care for all pupils, working under the direct supervision of teaching staff to ensure pupils' safety, wellbeing, and progress.

Key Responsibilities

Area	Responsibilities
Supporting Learning	• Assist individual or groups of pupils in the classroom under the direct supervision of the teacher or other staff • Support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom • Work alongside the teacher or other staff to observe pupils and move learning forward • Be aware of issues around pupil progress and achievement and report to the teacher as agreed
Pupil Wellbeing and Care	• Ensure the safety and wellbeing of all pupils at all times • Attend to the personal, social, and physical needs of pupils • Establish good relationships with pupils, acting as a positive role model • Work alongside the parents of the key worker group to support pupil learning and wellbeing

Area	Responsibilities
Classroom and Resources	• Prepare and maintain learning equipment and ensure that the classroom is kept clean and tidy • Display and present pupils' work, under the direction of teaching staff, to enhance the classroom environment and celebrate achievement
Communication and Collaboration	• Relay pupil care information to teaching staff for updating of school records • Attend staff meetings, training, development work, and staff reviews as required
Educational Visits	• Assist with the escorting of pupils on educational and recreational visits

Person Specification

Criteria	Essential	Desirable
Qualifications	• Good standard of general education (GCSEs or equivalent in English and Maths) • Willingness to undertake relevant training and development	• Relevant qualification in supporting teaching and learning (e.g., Level 2/3 Teaching Assistant qualification)
Experience	• Experience working or volunteering with children (in a school or similar setting) • Experience supporting children's learning and wellbeing	• Experience working with children with additional needs • Experience in a school environment • Experience with working with KS2 children, particularly in a year 6 classroom

Criteria	Essential	Desirable
Skills and Knowledge	• Understanding of safeguarding and child protection procedures • Ability to establish positive relationships with pupils and staff • Good organisational skills • Ability to maintain confidentiality at all times • Ability to work as part of a team and follow instructions	• Knowledge of the curriculum and assessment processes • Basic ICT skills • Basic knowledge of First Aid • Paediatric First Aid
Personal Qualities	• Friendly, approachable, and professional manner • Commitment to Equality, Diversity and promoting the values and ethos of the school • Commitment to Health and Safety • High expectations for all pupils • Ability to act as a positive role model • Flexible and adaptable approach	• Positive attitude and resilience • Commitment to ongoing professional development

Safeguarding

Weaver Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check and other safeguarding checks as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974. Keeping Children Safe in Education Keeping Children Safe in Education.

Equal Opportunities

Weaver Trust Limited is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.