



Eldene Nursery & Primary School

Job description: Teaching Assistant

Job details

Salary: Depending on Experience

Contract type: Permanent

Reporting to: SENCO

Main purpose

To support teaching and learning across the school, enabling all pupils to access a high-quality education and achieve their full potential.

The postholder will provide support for individual pupils, groups of children and whole classes, including pupils with Special Educational Needs and Disabilities (SEND), some of whom may have complex needs requiring personalised support, intimate care and assistance with personal development.

The successful candidate will work flexibly across Early Years, Key Stage 1 and Key Stage 2 according to the needs of the school.

Duties and Responsibilities

Pupil Support

- Support pupils' learning and development under the direction of the class teacher and SLT.
- Provide targeted support for individual pupils and small groups.
- Deliver interventions and learning activities as directed.
- Encourage pupils to develop independence, confidence and resilience.
- Promote positive behaviour and emotional wellbeing.
- Support pupils during transitions and throughout the school day.

SEND Support

- Provide one-to-one support for pupils with SEND, including those with complex learning, communication, sensory, physical or SEMH (Social, Emotional and Mental Health) needs.
- Assist in the implementation of Education, Health and Care Plans (EHCPs) and individual support plans.
- Adapt activities and resources to meet individual pupil needs.
- Liaise effectively with teachers, the SENCO and external professionals where appropriate.
- Contribute to observations, assessments and record keeping.

Personal Care and Wellbeing

- Provide personal and intimate care for pupils where required, maintaining dignity, privacy and respect at all times.
- Support pupils with toileting, continence care, dressing and personal hygiene needs in accordance with school policies and training.
- Assist pupils who require support with mobility, feeding or medical needs.
- Promote safeguarding, health, safety and wellbeing at all times.

Classroom Support

- Prepare and organise learning resources and equipment.
- Support the organisation of the classroom environment.
- Supervise activities within and outside the classroom.
- Support educational visits and enrichment activities where required.
- Encourage pupils to engage fully in learning opportunities.

Communication and Teamwork

- Work collaboratively with teachers, support staff and school leaders.
- Develop positive relationships with parents and carers where appropriate.
- Attend relevant meetings and training sessions.
- Maintain confidentiality and professionalism at all times.

Safeguarding and Inclusion

- Safeguard and promote the welfare of all children.
- Promote inclusion, diversity and equality of opportunity.
- Actively support the school's vision, values and ethos.
- Ensure all pupils feel valued, safe and supported.

Person Specification

Essential

- Commitment to supporting children to achieve their full potential.
- Excellent interpersonal and communication skills.
- Ability to work effectively as part of a team.
- Flexible approach and willingness to adapt and work across Early Years, KS1 and KS2.
- Willingness to provide intimate care and support pupils with complex SEND needs.
- Understanding of the importance of safeguarding and confidentiality.

Desirable

- GCSE English and Mathematics Grade 4/C or above (or equivalent).
- Experience of working with children in an educational or childcare setting.
- Experience supporting children with SEND.
- Knowledge of phonics and early reading strategies.
- Experience delivering interventions.
- Experience supporting pupils with personal care needs.

Personal and Professional Conduct

- Demonstrate kindness, patience and professionalism.
- Maintain high levels of confidentiality and integrity.
- Show initiative and a willingness to learn.
- Be flexible and adaptable to meet the changing needs of the school.
- Contribute positively to the wider life of the school.

Please note: This role involves supporting pupils with complex special educational needs and disabilities and may require regular personal and intimate care. Applicants should be comfortable undertaking these duties following appropriate training and in accordance with school policies and procedures.