

Job Description: Teaching Assistant – General

Post Title: Teaching Assistant – General

Grade/Salary: Scale 3

Contract Type: Full time

Location: Beecroft Garden Primary (London, SE4)

Main Purpose of the Job

To support the learning and development of all pupils, including those with special educational needs (SEN), by working under the direction of the class teacher and SENCO. The role will involve supporting individuals and small groups, contributing to classroom management, and assisting in the delivery of high-quality education.

Key Responsibilities

- Support the teaching and learning of primary-aged children, including those with SEN, both individually and in small groups
- Implement Individual Education Plans (IEPs), Behaviour Plans, and personal care programmes as directed
- Assist with classroom management, lesson preparation, routine marking, and recording of assessments
- Confidently use ICT to support pupils' learning and engagement
- Provide first aid or specific medical assistance as appropriate (training provided if needed)
- Liaise with parents/carers and external professionals as required
- Work collaboratively as part of a multi-disciplinary team within the school
- Accompany pupils on educational visits and school trips, ensuring their safety and engagement
- Promote the ethos and values of Beecroft Garden Primary at all times

Person Specification

Qualifications and Training

- NVQ Level 3 in Supporting Teaching and Learning (or equivalent)
- First aid or specific medical training (or willingness to undertake training)

Experience

- Experience working with primary-aged children
- Experience supporting individuals and small groups, including pupils with SEN
- Experience implementing IEPs, Relational Support Plans, and personal care programmes

Skills and Knowledge

- Confident use of ICT to support learning
- Good communication and organisational skills
- Ability to assist with classroom management, lesson preparation, assessment recording, and marking
- Ability to work effectively as part of a multi-disciplinary team
- Understanding of safeguarding requirements in schools

Personal Qualities

- Positive, patient, and caring approach
- Commitment to upholding and promoting the school's values and ethos
- Flexible, proactive, and willing to take initiative
- Commitment to equality, diversity, and inclusion
- Ability to build effective relationships with pupils, colleagues, and parents/carers

Closing Date

Friday 17 April, 2026

