



**Middleton St Mary's CE (VC) Primary School**  
**Teaching Assistant Job Description**



<b>Name:</b>	<b>Start date: 04.09.2024 (Probationary Period applies)</b>
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<b>Post Title: Teaching Assistant</b>	<b>GRADE: A1/B1: 4-6</b>	<b>JE Ref: 300 / 301</b>
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**Hours: 32.5h**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>8.30-12.30pm</b>	<b>8.30-12.30pm</b>	<b>8.30-12.30pm</b>	<b>8.30-12.30pm</b>	<b>8.30-12.30pm</b>
<b>1pm-3.30pm</b>	<b>1pm-3.30pm</b>	<b>1pm-3.30pm</b>	<b>1pm-3.30pm</b>	<b>1pm-3.30pm</b>
<b>6h 30m</b>	<b>6h 30m</b>	<b>6h 30m</b>	<b>6h 30m</b>	<b>6h 30m</b>

**Purpose of job**

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

**Responsibilities**

- a) To support learning in the classroom following planning and adapting learning to suit the needs of the pupils.
- b) To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- c) To supervise and support pupils ensuring their safety and access to learning
- d) To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- e) To promote the inclusion and acceptance of all pupils.
- f) To encourage pupils to interact with others and engage in activities led by the teacher.
- g) To encourage pupils to act independently as appropriate.
- h) To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- i) To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- j) To undertake pupil record keeping as requested.
- k) To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- l) To gather/report information from/to parents/carers as directed
- m) To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- n) To support pupils to understand instructions
- o) To support pupils in respect of local and national learning strategies - English, Maths, KS2 as directed by the teacher
- p) To support pupils in using basic IT as directed
- q) To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- r) To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- s) To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- t) To promote the ethos of Middleton St Mary's School
- u) To appreciate and support the role of other professionals
- v) To attend relevant meetings as required
- w) To participate in training and other learning activities and performance development as required.
- x) To assist with the supervision of pupils out of lesson times, including before and after school.
- y) To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- z) To ensure promotion and support of Equal Opportunities and Health & Safety
- aa) To undertake any other duties that are commensurate with the post

**Relationships**

- The postholder will be required to work flexibly to deliver an efficient Service.
- There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

**Physical Conditions**

- The post is currently based at Middleton St Mary's CE (VC) Primary School.
- Classrooms are based on the ground floor and is accessible by disabled persons.
- This post is subject to an enhanced Disclose and Barring Service check.
- The school operates a non-smoking/no vaping policy.

**Economic conditions**

Grade: Level A1 – B1  
Annual Leave: Term time only working  
Conditions of Service: NJC Conditions apply

**Prospects****Promotion**

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

**Training**

The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

**QUALIFICATIONS**

Maths and English GCSE/L2+

**Job Description Prepared by: Naomi Wood**

**Date:**

**Job Description Approved by:**

**Date:**



**Middleton St Mary's CE (VC) Primary School**  
**Teaching Assistant Person Specification**



Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MOA
Good standard of reading and writing (especially competence in spelling skills) – clear and legible writing	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I
Good communication skills	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Good numeracy/literacy skills (GCSE Maths and English/Level 2 Qualification)	*		A & I
Working with or caring for children of a primary school age	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme		*	A & C
Level 2 qualification or equivalent		*	A & C

EXPERIENCE	Ess	Des	MOA
Experience of working with children		*	A&I
Experience of working with children with SEND		*	A&I
Experience of using the National Curriculum to support learning		*	
Experience of dealing with queries from a wide range of people	*		A & I
Experience in the use of the Microsoft package	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I
Warm, sympathetic, caring and patient	*		I
Willingness to work as an enthusiastic member of a team	*		I
Lots of energy and enthusiasm	*		I
Flexible, adaptable with ability to be firm when necessary	*		I

METHOD OF ASSESSMENT(MOA)	A = Application Form	T = Test
	I = Interview	C = Certificate