



## Teaching Assistant – Level 2

**RESPONSIBLE TO:**

Executive Headteacher

**WORKING HOURS:**

27.5 hours per week

**SALARY SCALE:**

Grade D £24,796-Grade G £28,598 FTE (paid pro-rata)

38 weeks per year (term time only)

Permanent position

Start date: 13<sup>th</sup> April 2026 or when possible

### Job Purpose:

- To support teachers and pupils within the school in the delivery of quality teaching and a modern curriculum.

### The aim of the job:

- Work with class teachers to raise and maintain the learning and attainment of pupils
- Promote pupil independence, self-esteem and social inclusion
- To enable pupils to become more independent learners
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.

### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- Provide clerical and other support to meet service delivery requirements (for example photocopying, typing, filing).

### Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons.



## **Working with People**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

## **Other duties and responsibilities**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and the school's child protection policy
- Job holders regularly move around during their normal working pattern, walking, standing and sitting with pupils
- Job holders may set out PE equipment and will have help in moving heavy equipment.
- Job holders may carry out playground duties in variable weather conditions; however, there is usually indoor play during bad weather
- Very occasionally job holders are required to clean up toilet accidents and help clean up children who have been ill
- Any other duties that the Executive Headteacher may from time to time ask the post-holder to perform.

## **Safeguarding**

Flore C of E is committed to safeguarding. Flore staff fully recognise the contribution they can make to protect children and support children in school. Pupils' welfare and safety is of paramount importance. The aim is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate.

- To undertake annual safeguarding training
- To follow the schools safeguarding procedures fully in line with the school's safeguarding and child protection policy.

Flore Church of England Primary School is committed to safeguarding, any appointment will be subject to an enhanced DBS and other recruitment checks.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➢ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>➢ First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➢ Experience working in a school environment or other educational setting</li> <li>➢ Experience working with children / young people</li> <li>➢ Experience planning and delivering learning activities</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➢ Good English and Maths skills</li> <li>➢ Good organisational skills</li> <li>➢ Ability to build effective working relationships with pupils and adults</li> <li>➢ Skills and expertise in understanding the needs of all pupils</li> <li>➢ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➢ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➢ Excellent verbal communication skills</li> <li>➢ Active listening skills</li> <li>➢ The ability to remain calm in stressful situations</li> <li>➢ Knowledge of guidance and requirements around safeguarding children</li> <li>➢ Good ICT skills, particularly using ICT to support learning</li> <li>➢ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➢ Enjoyment of working with children</li> <li>➢ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➢ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>➢ Commitment to maintaining confidentiality at all times</li> <li>➢ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➢ Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>➢ Capacity to inspire, motivate and challenge children and young people</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.