



## Job Description: Teaching Assistant

Grade	NJC Scale 3
Salary	Point 5-6
Hours	33.5 hours per week, term time only, Monday to Friday, 8.30am–3.30pm plus one additional hour per week
Contract	1 Year fixed term
Start date	September 2026

### Purpose of the role

- To support teaching and learning so that pupils make good progress and achieve their potential
- To work under the direction of teachers to provide effective classroom support.
- To support pupils' wellbeing, personal development and inclusion.
- To contribute positively to the life and ethos of the school.
- To uphold and promote the ethos, values and vision of Roger Ascham Primary School.

### Main duties and responsibilities

#### Teaching and learning support

- Support pupils individually, in small groups and within whole-class learning.
- Assist teachers in preparing resources and learning activities.
- Deliver planned interventions and targeted support programmes under the direction of the teacher.
- Support pupils in developing independence, confidence and resilience.
- Use questioning and discussion to deepen understanding and promote engagement.
- Provide feedback to teachers on pupil progress and participation.
- Promote high expectations of learning, behaviour and presentation.



## Inclusion and SEND

- Support pupils with SEND, EAL and other additional needs.
- Implement strategies identified by teachers, the SENCo and external professionals.
- Assist with individual provision plans, risk assessments and support programmes.
- Promote inclusion and ensure all pupils can access learning successfully.
- Adapt support appropriately whilst encouraging independence.

## Behaviour and wellbeing

- Support the school's behaviour policy and restorative approaches.
- Promote positive relationships and self-regulation.
- Encourage pupils to develop confidence, resilience and positive attitudes to learning.
- Support pupils' social and emotional development.
- Maintain a safe, caring and nurturing learning environment.

## Wider school responsibilities

- Supervise pupils during breaktimes, lunchtimes and other designated times as directed.
- Assist with educational visits and enrichment activities.
- Contribute positively to school events and wider school life.
- Work collaboratively with teachers, support staff and leaders.
- Maintain positive professional relationships with parents and carers where appropriate.

## Safeguarding, professionalism and compliance

- Understand and follow safeguarding and child protection procedures.
- Report concerns immediately to the DSL or Deputy DSL.
- Maintain confidentiality and professional conduct at all times.
- Attend training and professional development as required.
- Comply with all school policies and procedures.
- Undertake other duties commensurate with the grade of the post, as directed by the Headteacher.



## Person Specification: Teaching Assistant

Criteria	Essential	Desirable
GCSE English and Mathematics (Grade C/4 or above) or equivalent	✓	
Teaching Assistant qualification (Level 2 or 3)		✓
Experience working with primary-aged children	✓	
Experience supporting pupils with SEND	✓	
Understanding of child development and learning	✓	
Understanding of safeguarding responsibilities	✓	
Ability to support learning effectively	✓	
Ability to build positive relationships with children	✓	
Ability to work collaboratively as part of a team	✓	
Strong communication skills	✓	
Ability to use initiative and work independently when required	✓	
Positive attitude and commitment to inclusion	✓	
Commitment to professional development	✓	
Commitment to the ethos, values and vision of the school	✓	



# Safeguarding and Safer Recruitment

## **Please Read the Following With Care:**

Thank you for your interest in our school. Each school in RAY Academy Trust is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure, including checking whether applicants are included on the DBS barred lists.

Our aim is to: attract the best possible applicants to vacancies; deter prospective applicants who are unsuitable for work with children or young people; identify and reject applicants who are unsuitable for work with children and young people. Interviews will always be face-to-face and candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people;
- to declare whether they have lived or worked overseas – if so additional checks will be conducted.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

Where necessary, referees (and previous employers who have not been named as referees) will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Additional online searches (eg use of social media) may be conducted.

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK