

POST TITLE: Teaching Assistant (Option for HLTA acting up as and when needed – To be discussed at interview)	GRADE: 3
RESPONSIBLE TO: Deputy Headteacher	

This job description is based on the [Professional standards for teaching assistants](#):

Responsible for: No direct reports

Purpose of role:

The teaching assistant will:

- Work with class/nursery teachers to raise the learning and attainment of children
- Promote child independence, self-esteem and social inclusion
- Give support to children, individually, in groups or as a class (under the direction of the teacher), so they can access the curriculum, take part in learning and experience a sense of achievement.

Principle Accountabilities:

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 children including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with the school's policy and procedures to ensure a good and safe learning environment
- Organise and manage teaching/nursery space and resources to help maintain a stimulating and safe learning environment
- Observe child performance and pass observations on to the class/nursery teacher
- Supervise a class/nursery if the teacher is temporarily unavailable
- Use ICT skills to advance child learning

- Undertake any other relevant duties given by the class/nursery teacher
- Administer and assess routine tests and invigilate exams/tests.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of child performance and progress as appropriate to the level of the role
- Read and understand lesson/nursery plans shared prior to lessons, if available
- Prepare the classroom/nursery for lessons
- Assist with the development and implementation of Individual Education/Behaviour Plans and Early Years Foundation Stage Framework (EYFS) where appropriate

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and children, and with parents and carers under the direction of the class/nursery teacher
- Communicate their knowledge and understanding of children to other school/nursery 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 child progress, attainment and barriers to learning, as directed by teachers
- With the class/nursery teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the children they work with
- Understand their role in order to be able to work collaboratively with classroom/nursery teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school/nursery
- Develop effective professional relationships with colleagues

Personal Care:

Ensure all children are supported to access the curriculum and school life fully and safely.

Assist children with personal care tasks including:

- Toileting and continence support
- Changing clothes when necessary
- Assisting with feeding and hydration
- Supporting children with mobility or physical needs.

Health and safety

- Promote the safety and wellbeing of children, and help to safeguard child wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents
- Undertake planned supervision of children out of normal lesson times, including lunchtimes.
- Supervise children on visits, trips and out of school activities

- To promote equality of opportunity and foster an inclusive culture and environment. To promote equal opportunities ensuring individual children's needs and circumstances are known and met through the care and education provided.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

The teaching assistant will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.
<https://www.gov.uk/government/collections/dbsfiltering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

August 2025

Person Specification - Teaching Assistant	Essential (E) or Desirable (D)
Education/Qualifications	
Good standard of education (5 x GCSE's – English and Maths C or above) or equivalent qualification/experience (e.g. substantial experience as a Teaching Assistant).	E
For nursery roles: A minimum Level 2 early years education and childcare qualification (NVQ 2, or equivalent) as seen as full and relevant by the DFE, and a commitment to obtaining further qualifications as appropriate.	E
Qualified first aider	D
Experience	
Ability to provide personal care with dignity and sensitivity	E
Minimum of 2 years recent, relevant experience supporting children in the classroom Replace with 2+ years' experience working in an education setting	D
Experience of applying a range of strategies to support children in the classroom with minimum supervision	D
Experience of supporting children with additional needs and/or disabilities	D
Understanding of classroom roles and responsibilities and your own position within these.	E
Understanding of principles of child development and learning processes and in particular, barriers to learning	D
Contributing to child reviews and reports e.g. PSP, EHC plans etc.	D
Behaviours	
Able to demonstrate Futura values and behaviours in the workplace	E
Committed to continuous professional development	E
Committed to a team collaborative approach	E
Operates with integrity	E

Skills	
Natural communicator with the ability to relate well to both children and adults	E
Ability to plan and implement effective actions for children at risk of underachieving	E
Able to support a range of children in the classroom, including those with additional needs and personal care requirements	E
Ability to work collaboratively and constructively as part of a team	E
Good use of initiative	E
Ability to supervise a group of children	E
Very good IT skills; ability to use IT to support learning	E
Ability to self-evaluate learning needs and actively seek learning opportunities	D
Working knowledge of national curriculum and other relevant learning programmes etc	D