



Stoke St. Michael

Primary School

Job Description – Teaching Assistant

Stoke St Michael Primary School

Post:	General Teaching Assistant
Start Date:	1 st September 2025
Contract Type:	Permanent
Salary:	Grade 15 Point 3
Hours:	16 hours & 40 minutes per week, term time only
Reporting To:	Head of School

Job Purpose:

- To work with teachers to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion.
- To provide a high standard of physical, emotional, social, and intellectual care for children placed in the setting.
- To give support to the staff within the setting.
- To work as part of a team to provide an enabling environment in which all children can develop, learn, thrive and grow.
- To build and maintain strong partnerships working with parents to ensure children's needs are met.

Duties and Responsibilities:

- Supporting in the planning, monitoring, and evaluating effective and differentiated curriculum opportunities, including home learning, with support and guidance from the Class Teacher, Head of School and EYFS Leader.
- Support the Class Teacher, Head of School and EYFS Leader in the assessment, recording and reporting on children's development, progress, and attainment, helping inform the Class Teacher in setting clear targets, which build on children's interests and prior attainment.
- Using professional knowledge and expertise, help support in identifying early developers/able pupils and those with additional educational needs, working with parents and other professionals to give positive and targeted support where needed.
- Develop ongoing positive relationships with parents
- Working effectively with the Class Teacher, Head of School, EYFS Leader, other Support Staff, and other adults.

- Supporting the teaching team to ensure high standards of behaviour.
- Supporting in the planning of opportunities to contribute to pupil's spiritual, moral, social, emotional, and cultural development.
- Help to maintain a well-organised, safe, and enabling learning environment.
- Undertake in a share of lunch time duties and rota duties for school activities.

In addition, any other comparable duties as the Executive Head Teacher, Head of School, EYFS Leader or Class Teacher may require from time to time.

I have read the Job Description and I agree to carry out the above duties as and when required.

Head Of School/Line Manager's Signature:	
Date:	
Post Holder's Signature:	
Print Name:	
Date:	

Personnel Specification – Nursery Practitioner

Attributes	Criteria	How Identified	Rank
Education and Training	1. Minimum of a relevant and recognised Level 3 qualification	A	Essential
	2. Evidence of ongoing personal development training	A & I	Desirable
	3. Desire to continue with professional development	A & I	Desirable
	4. To gain a recognised Professional Status i.e. Early Years Professional Status (EYPS)	A & I	Desirable
	5. Recent Paediatric First Aid certificate	A	Desirable
	6. Basic Food Hygiene	A	Desirable
Relevant Experience	7. Experience in working with children	A & I	Essential
	8. Experience of working in an early years setting	A & I	Desirable
	9. Experience of implementation of EYFS	A & I	Desirable
General and Special Knowledge	10. Experience of working in partnership with parents	A & I	Desirable
	11. Knowledge of legislation relevant to Early Years such as Safeguarding, SEN, Childcare Act 2006	A & I	Essential
	12. Knowledge of Child Development and children's needs	A & I	Essential
Skills and Abilities	13. Ability to work with parents/carers/families to encourage partnership working	A & I	Essential
	14. Ability to communicate well with adults and children	A & I	Essential
	15. Ability to work as part of a team	A	Essential
	16. Ability to write legibly	A	Desirable
	17. Good presentation skills	A	Desirable
	18. Possess a level of general computer literacy with a range of IT skills.	A & I	Desirable
Any Additional Factors	19. Good organisational skills	A & I	Desirable
	20. Ability to demonstrate creative abilities	A & I	Desirable
	21. Understanding of Equal Opportunities	A & I	Essential
	22. Awareness of Health & Safety and practical Hygiene issues	A & I	Essential
	23. Ability, flexibility, and willingness to take on other responsibilities or duties as deemed necessary	A & I	Essential

Key:

A = Application

I = Interview