



Post Title	Teaching Assistant – Teaching and Learning (Level 3)
Grade	Grade 4
Contract Type	Permanent, Part-Time
Responsible to	Class Teacher / SENDCo / Headteacher
Core Purpose of the Role	To work under the direction of teaching staff to provide high-quality support for pupils in the classroom and beyond. The Teaching Assistant will help secure excellent progress, promote inclusion, support pupil well-being and contribute to the smooth running of the school. The role includes supporting children during transitional moments throughout the school day and assisting with playground and lunchtime duties when required.
Key Duties and Responsibilities	<p>Support for Learning</p> <ul style="list-style-type: none"> • Provide support to pupils across all areas of the curriculum. • Deliver learning activities under teacher or SENDCo guidance. • Promote high expectations and pupil engagement. • Support whole-class, group and individual learning. • Deliver structured interventions. • Support reading, writing and maths development. <p>Support for the Teacher</p> <ul style="list-style-type: none"> • Assist with planning and organising resources. • Prepare the classroom environment. • Provide feedback on progress and behaviour. • Support IEPs, behaviour plans and assessments. • Liaise with teachers, SENDCo and external professionals. <p>Support for Pupils</p> <ul style="list-style-type: none"> • Build positive relationships and act as a role model. • Support emotional regulation and independence. • Promote inclusion and equitable access. <p>Additional Needs</p> <ul style="list-style-type: none"> • Provide SEND, EAL and pastoral support. • Adapt activities for full participation. • Assist with personal care respectfully. • Support SEN plans and reviews.
Support During Transitions	<ul style="list-style-type: none"> • Support routines, lesson movement, activity transitions and home-time. • Provide reassurance for pupils who struggle with change. • Maintain calm and safe movement around school.
Playtime and Lunchtime Duties	<ul style="list-style-type: none"> • Supervise pupils on the playground and at lunch. • Promote positive play and safe behaviour. • Support children needing extra help. • Promote social skills and solve minor conflicts. • help ensure safety and welfare across the school site.
Whole School Responsibilities	<ul style="list-style-type: none"> • Uphold Holy Trinity’s values and ethos. • Contribute to a caring and aspirational environment. • Build professional relationships with parents.

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	<ul style="list-style-type: none">• Attend meetings, CPD and training.• Support school events and enrichment activities.• Maintain confidentiality.
Safeguarding and Health & Safety	<ul style="list-style-type: none">• Follow safeguarding, child protection and Health & Safety procedures.• Report concerns to the DSL.• Provide first aid if trained.• Maintain safe and tidy learning spaces.
Personal Qualities	<ul style="list-style-type: none">• Positive, caring and patient.• Reliable with a 'can do' attitude.• Reflective and committed to development.• Strong communication and teamwork.• Supportive of the Christian values of Holy Trinity.