



## JOB DESCRIPTION

### Teaching Support Assistant (Level 3)

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#### Details:

**Role:** Teaching Assistant (Level 3)

**Hours:** Full Time, Monday - Friday - 30 hours a week. Term time only

**Start Date:** 1<sup>st</sup> September 2025

**Contract Type:** Permanent

**Salary:** Scale 3, Spinal Point 5 (£28, 545 per annum), Pro rata = £24,421.30.

**Responsibilities:** Supporting the class teacher in delivering the curriculum, engaging with children in learning activities, and promoting a positive learning environment.

**JOB PURPOSE:** To work under the instruction/guidance of Teachers and Senior Leadership to provide a positive learning environment for all the pupils in the school. To work with individual pupils and groups to supervise physical/general care of pupils, including those with an Individual Education Plan. To undertake work, care and support programmes to enable access to learning for all pupils and to assist the class teacher in the management of pupils and the classroom. To establish a supportive relationship with learners.

#### LEARNING SUPPORT:

Whole class provision

1. Support pupils in class using specialist skills, knowledge and experience.
2. Clarify and explain instructions to the pupils to aid them to learn as effectively as possible, both in small group situations and individually as required, whilst encouraging independence.
3. To implement group and individual programmes as directed by the teacher.
4. Supervise and engage with pupils during designated breaks and lunch time periods by creating and supporting play activities.
5. Assist in the educational and social development of pupils under the direction and guidance of the Head teacher, SENDCo and class teachers.

Working one to one with SEND pupils:

6. To acquire and draw upon the knowledge of differing types of special needs in order to develop an understanding of the specific needs of the learner.
7. To take account of any Special Educational Needs and to aid the learner to learn effectively.
8. To support the learner in non-educational activities. Assist in the implementation of Individual Education Plans for pupils and help monitor progress under the direction and guidance of the SENDCo.
9. Liaise with teaching staff to devise appropriate strategies as outlined in a pupils Educational Health Care Plan.
10. Contributing to reviews of the pupils' progress through monitoring and evaluating, providing feedback, observations, etc.
11. Liaise, advise and consult with others including colleagues, external agencies/professionals, etc in order to support the pupil.

**CLASSROOM SUPPORT:**

1. To assist the class teacher (and other professionals as appropriate) in the organisation of activities and materials.
2. To prepare materials and resources for use in the classroom and ensure pupils are able to use the equipment/resources and materials provided.
3. To support class teachers to reproduce learning materials including, use of photocopiers, laminators or other office equipment. Filing and other jobs to assist the smooth running of the school.
4. To prepare and maintain display areas under the guidance of teaching staff ensuring that displays are tidy and promote a positive image to all pupils and reflects the values of the school.
5. Assist class teachers with maintaining pupil records and provide regular feedback about the pupils to the teachers.
6. To establish good relationships with pupils, acting as a role model, being aware of and responding to individual needs.
7. Support pupils with emotional or behavioural problems and help develop their self –esteem
8. Provide support for individual pupils inside and outside of the classroom to enable them to fully participate in activities.
9. Work with other professionals, such as speech and language and/or occupational therapists, as necessary.
10. To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general well-being of pupils to the class teacher. To identify any injuries to pupils and ensure if appropriate that they are taken to the designated first aider.
11. To participate in the evaluation of the support programmes in place e.g attending meetings in school time.
12. Participate in training and other learning activities and performance development, as required.

**STANDARDS AND QUALITY ASSURANCE:**

1. To arrive at school at least 10 minutes before the session starts, to enable effective communication to take place.
2. To maintain total confidentiality at all times.
3. To be aware of and uphold the school procedures and policies (especially Behaviour and Child Protection) at all times.
4. Support the aims and ethos of a Church of England School.
5. To maintain a professional relationship with parents/careers in all matters concerning the pupils and the school.
6. To attend relevant in-service training. This may be school or LDBS/ LA based and implement guidance.
7. Attend team and staff meetings
8. Undertake duties that may be reasonably assigned by the Head Teacher

**SAFEGUARDING**

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
2. Promote the safeguarding of all pupils in the school

**EQUAL OPPORTUNITIES**

1. To be familiar with the School's Equal Opportunities Policies and to implement them in relation to the responsibilities of the post. To promote the School's Equal Opportunities Policies through the communications responsibilities of the post.

**HEALTH AND SAFETY:**

1. To assist with the care, cleaning, maintenance and orderly storage of resources.
2. To report loss or damage. This can be in the classrooms or general areas of the school.
3. To assist in maintaining the health and safety of pupils by maintaining a tidy and organised work area and reporting any identified hazards to the class teacher.
4. To administer first aid and/or medication for pupils, under direction, where appropriate training has been provided. Record as necessary.

5. To deal with sickness and minor accidents and record as necessary.

## **PROFESSIONAL DEVELOPMENT**

1. 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
2. Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
3. Take part in the school's appraisal procedures

## **Notes**

This job description describes in general terms the normal duties which you will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. Note: In addition to this job description, you may be asked to carry out any of the 24 non-teaching tasks that were transferred from teachers to support staff from 2003.

The Headteacher reserves the right to amend the job description should the need arise. You will be based in the classrooms, office or staffroom but at times it may be necessary for you to help with more general duties as requested by the Headteacher.

St. John's is a uniform school so all staff are expected to set a good example with an appropriate, smart dress code.

**Post Holder Name**.....

**Post Holder Signature**.....**Date:**.....

**Head teacher Signature**.....**Date**.....

## **PERSON SPECIFICATION (BELOW)**

## 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> <li>➤ Level 3</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> <li>➤ Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy 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>