



Job Description

Teaching Assistant (TA)

Post Title:	Teaching Assistant (TA)
Contract hours:	2 - 5 days per week (open to discussion)
Contract Type:	Fixed Term until 31 December 2027, with a view to extend.
Responsible To:	Headteacher
Salary:	Grade 4 (NJC – Green Book)
Additional Duty:	All Teaching Assistants are required to undertake a 0.5hour lunch duty as part of their role. This duty will be paid separately at Grade 2.

Purpose of the Role

To support teaching and learning across the school by working alongside teachers to provide high-quality support for pupils. The Teaching Assistant will work across the four classes, providing targeted support to individuals and groups, assisting with classroom organisation, and contributing to a positive, inclusive, and engaging learning environment.

The role will involve working closely with class teachers to support pupils' academic, social, emotional, and personal development, while encouraging independence, confidence, and a positive attitude towards learning.

Key Responsibilities

Teaching and Learning

- Support teachers in delivering high-quality learning experiences for all pupils.
- Work with individuals and small groups of pupils to reinforce learning and develop understanding.

- Follow teacher planning and instructions to support continuity and progression.
- Adapt support and approaches to meet the individual needs of pupils.
- Encourage pupils to become independent and confident learners.
- Maintain high expectations of pupil achievement, behaviour, and engagement.
- Support an ambitious, inspiring, and inclusive curriculum.

Classroom Support

- Provide effective classroom support under the direction of the class teacher.
- Assist with the preparation, organisation, and use of classroom resources.
- Support pupils during independent and collaborative learning activities.
- Help maintain a positive, safe, and inclusive learning environment.
- Uphold school policies and procedures consistently.

Pupil Support

- Provide appropriate support for pupils with a range of learning needs.
- Develop positive and respectful relationships with pupils.
- Encourage positive behaviour and support the implementation of classroom expectations.
- Support pupils' social and emotional development where appropriate.
- Promote pupils' confidence, self-esteem, independence, and resilience.
- Work sensitively and appropriately with pupils who may require additional support.

Assessment and Feedback

- Observe and monitor pupils' learning and engagement during activities.
- Provide appropriate feedback to pupils to support their learning.
- Share observations about pupil progress, attainment, behaviour, and wellbeing with the class teacher.
- Contribute to assessment and record-keeping processes as directed by the class teacher.

Collaboration and Professional Relationships

- Work effectively as part of the school team.
- Develop positive and professional relationships with pupils, staff, and families.
- Communicate effectively with colleagues regarding pupils' learning, progress, behaviour, and wellbeing.
- Contribute positively to the wider life of the school.

Professional Development

- Engage in ongoing professional development and relevant training.
- Develop knowledge and understanding of effective teaching, learning, inclusion, and child development.
- Take an active role in personal development and career progression opportunities.

Lunch Duty

- All Teaching Assistants are required to undertake a 0.5-hour lunch duty as part of their contracted responsibilities.

- During lunch duty, TAs will support the supervision, safety, wellbeing, and positive behaviour of pupils in accordance with school policies and procedures.
- The **0.5-hour lunch duty will be paid at Grade 2.**

Person Specification

Teaching Assistant (TA)

Person Specification:

Essential Skills and Experience

- Experience of working with children in an educational, childcare, or similar setting.
- A good understanding of children's learning, development, and individual needs.
- Ability to support individuals and small groups effectively under the direction of a teacher.
- Ability to follow lesson plans, instructions, and established school procedures.
- Ability to build positive, trusting, and respectful relationships with pupils.
- Good organisational skills and the ability to manage resources effectively.
- High expectations for pupil achievement, behaviour, and engagement.
- Ability to communicate clearly and effectively with children and adults.
- Ability to work both independently and collaboratively as part of a school team.
- Ability to recognise when a pupil may require additional support and communicate concerns appropriately.
- Commitment to safeguarding and promoting the welfare of children.

Personal Qualities

- Patient and caring
- Flexible and adaptable
- Values-led, with a commitment to excellence in education.
- Positive outlook with a good sense of humour.
- Strong interpersonal and communication skills.
- Calm and consistent approach to supporting pupil behaviour.
- Enthusiastic and committed to helping children achieve their potential.
- Commitment to inclusion, equality, and celebrating individual differences.
- Commitment to continuous professional growth.

Desirable

- Teaching Assistant, classroom, or school-based experience.
- Experience of supporting pupils with additional needs / SEND.
- Experience of supporting phonics, early reading, mathematics, or other specific areas of the curriculum.
- First Aid qualification.
- Safeguarding / Child Protection training.
- Additional specialist training (e.g. SEND, behaviour management, phonics, speech and language, or emotional wellbeing).
- Relevant Teaching Assistant, childcare, education, or equivalent qualification.