



**LACE HILL ACADEMY
TEACHING ASSISTANT**



Join Lace Hill Academy – A Community Where Every Child Matters

Lace Hill Academy is a nurturing, inclusive and ambitious school at the heart of its community. We are proud of the strong relationships we build with children and families, our high expectations for all learners, and our unwavering commitment to ensuring every child feels safe, valued and successful.

As part of Campfire Education Trust, we benefit from a strong collaborative network of schools committed to excellence, inclusion and continuous improvement. Staff at Lace Hill Academy are supported through high-quality professional development, collaboration across the Trust and opportunities to share and develop best practice alongside colleagues from other schools.

At Lace Hill Academy, we recognise that children thrive when they feel a true sense of belonging. We are passionate about inclusion and committed to ensuring that all pupils — regardless of need, background or starting point — are able to access a rich, meaningful and aspirational education.

We are seeking a caring, committed and enthusiastic Teaching Assistant to join our team and play a key role in supporting children across the school to achieve both academically and emotionally. This is an exciting opportunity for someone who is passionate about making a genuine difference to children's lives and who values the importance of relationships, nurture and high expectations.

This role is particularly suited to someone who:

- Believes positive relationships are at the heart of successful learning
- Understands the importance of supporting children to become emotionally and academically ready to learn
- Has high aspirations for all children, including those with additional needs
- Can work collaboratively as part of a team
- Is flexible, proactive and committed to inclusive practice
- Brings warmth, patience and positivity to their work with children

At Lace Hill Academy, inclusion is everyone's responsibility, and we are committed to ensuring no child is left behind.

We are keen to identify strong candidates early and reserve the right to interview before the closing date.

Job details

Job title: Teaching Assistant

Actual Salary: £18746 - £18938

Hours: 32.5 hours – Term Time only (38 weeks)

Contract type: Fixed term, term time

Reporting to: Class teacher

Main purpose

The TA will:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion

- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

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 pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
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Working with staff, parents/carers and relevant professionals

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

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' 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

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
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in 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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math • First-aid training, or willingness to complete it
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting • Experience working with children / young people • Experience planning and delivering learning activities
Skills and knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none"> • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the post holder.

Deadline for application: 29th June 2026

Interview: 2nd and 3rd July 2026

Start date: To be discussed and agreed with the successful candidate