

Job Description: Teaching Assistant Level 3
Location: The Florence Nightingale Academy
Contracted Hours: 30hrs per week, term time only
Required from: September 2026

General Information:

The following information is provided to assist staff / joining the White Hills Park Trust to understand the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

To support the learning, development, care and welfare of children within the school. To enable all pupils, including those with Special Educational Needs and Disabilities (SEND), to achieve and thrive. The postholder will contribute to providing a safe, stimulating and inclusive learning environment in accordance with statutory framework and guidance.

To implement agreed work programmes with individuals / groups, in or out of the classroom.

Where the postholder holds an appropriate Early Years qualification, they may be required to work within the Nursery provisions and Early Years settings and contribute to the delivery of a safe, stimulating and inclusive learning environment in line with the EYFS Framework.

General Duties:

- Using specialist (curricular/learning) skills/training/experience to support pupils
- Assisting with the development and implementation of provision maps
- Establishing productive working relationships with pupils
- Promoting the inclusion and acceptance of all pupils
- Supporting pupils consistently whilst recognising and responding to their individual needs
- Encouraging pupils to interact and work cooperatively with others and engage all pupils in activities
- Promoting independence and employ strategies to recognise and reward achievement of self-reliance
- Providing feedback to pupils in relation to progress and achievement
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Supporting provision for pupils with special needs including specialist support
- Working with the teacher in lesson planning, evaluating and adjusting lessons/plans and enhancing the learning environment.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Being responsible for keeping and updating records as agreed with the teacher, contributing to the review of systems/records as requested
- Liaising sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings
- Assisting in the development and implementation of appropriate behaviour management strategies
- Delivering and/or contributing to out of school learning activities within guidelines established by the school and within established working hours.
- Supervising pupils on visits, trips and out of school activities as required
- Supporting Teaching Assistant students in school settings

General Responsibilities

- Be aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Promote equality, inclusion and belonging by ensuring all pupils have access to meaningful opportunities to learn and develop.
- Contribute to the overall ethos of the school.
- Ensure the safe and effective organisation of learning activities, teaching spaces and resources for which they are responsible.
- Be able to use initiative and work independently, demonstrating flexibility and responsiveness to meet the needs of pupils and the wider school community.
- Appreciating and supporting the role of other professionals
- Attend meetings, training, and professional development activities.
- Being aware of confidential issues and to keep confidences as appropriate
- Undertake any other duties appropriate to the grade and responsibilities of the post, as reasonably required.
- Can use ICT effectively to support learning.
- Full working knowledge of relevant policies, codes of practice and awareness of relevant legislation
- Working knowledge of the Early Years Foundation Stage (EYFS) Curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Demonstrate resilience, empathy, and a commitment to ensuring that all pupils feel safe, valued, and able to thrive.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

The job description does not form part of the contract of employment.