

Job Profile: Teaching Assistant



Salary scale:	B1/B2, scp 4-7
Working hours:	32.5 hours per week
Academy/department:	Holy Trinity CE Primary Academy
Responsible to:	Headteacher
Nature of contract:	Fixed term to 31/08/2025
Responsible to:	Teaching Assistant

Job purpose:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and supervision of the relevant class teacher or leader. May be responsible for working with individuals or small groups of pupils, and some learning activities within the overall teaching plan.

Job specific responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- To provide support for SEND pupils, including small groups and on a 1:1 basis, and facilitate access to learning for all pupils
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support pupils access to the curriculum, their learning in particular lessons and their progress towards specific individual targets
- Support pupils to understand instructions, supporting independent learning and inclusion of all pupils
- Establish good relationships with pupils, supporting pupils' social, physical and emotional wellbeing and reporting concerns as appropriate
- Liaise with parents/carers under the direction of the teacher
- Support the teacher in managing pupil behaviour and keeping pupils on task, in accordance with school policies
- Supporting in 1:1, small groups or whole class situations as directed by the class teacher to support identified students
- Assist in the preparation and layout of materials, equipment and resources in classrooms and teaching spaces
- Help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly
- Support pupils learning through play
- Help pupils with the use of ICT and appropriate curriculum software
- Help teachers and other professionals with assessments, tests and examinations

- Assist with supervising pupils during the school day including where necessary, lunchtimes, arrival and departure of pupils to school, lessons, transfer around the school and escorting pupils on educational visits
- Attend to pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Provide intimate care as required, in accordance with the academy's intimate care policy
- Assist with first aid (after training) in the event of an accident or injury and the completion of appropriate documentation
- To support with midday supervisory responsibilities as required
- Undertake specific health and safety training relevant to pupil needs (including for example, manual handling, restraint, food hygiene and risk assessments)
- Attend meetings, including meetings of the school/department/team, where appropriate

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Confident, positive and caring	✓	
Ability to work effectively on own or as part of a team	✓	
Ability to take instructions and multitask in a busy working environment	✓	
Ability to communicate and interact with children, young people and adults	✓	
Commitment to personal development	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Good numeracy/literacy skills	✓	
Relevant level 2 qualification or equivalent experience	✓	
Experience within an educational establishment or other appropriate environment	✓	
Knowledge and experience of supporting and leading learning activities	✓	
Experience of working with children and young people	✓	

Knowledge and/or experience of policies and procedures relating to safeguarding, first aid and health and safety		✓
Confident user of technology used to support learning	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

