

Job Title: **Teaching Assistant (Teaching & Learning - Level 2)**

Purpose of the Job

To work under the direction of the class teacher to support pupils' learning, development, wellbeing and safety throughout the school day.

The postholder will provide high-quality one-to-one and small group support, enable pupils to access the curriculum, and contribute to a positive, inclusive learning environment.

Key Responsibilities

Supporting Pupils

- Provide targeted support to individuals and small groups to promote progress and independence.
- Deliver learning activities and intervention programmes under teacher guidance.
- Adapt learning resources and activities to meet individual needs.
- Support pupils' academic, social, emotional, and behavioural development.
- Clarify instructions and ensure pupils can access equipment and materials.
- Motivate, encourage, and support pupils to remain focused and engaged.
- Promote inclusion, equality, and high expectations for all pupils.
- Support pupils with SEND in line with Individual Education Plans and support plans.
- Provide feedback to pupils on progress and achievement.

Supporting Teaching & Learning

- Work closely with the class teacher to deliver planned learning activities.
- Assist in preparing, adapting, and organising teaching resources.
- Monitor pupil progress and share relevant information with teachers.
- Provide detailed feedback on pupil attainment, behaviour, and wellbeing.
- Support literacy, numeracy, and wider curriculum learning.
- Contribute creative ideas to enhance learning experiences.
- Support the use of ICT and learning technologies.
- Prepare and maintain engaging classroom displays and learning environments.
- Work collaboratively across a year group to deliver planned teaching, interventions and targeted support according to pupil need.

Supporting the Classroom and School

- Supervise pupils during breaktimes and lunchtimes, supporting positive behaviour and safety.
- Support the safe collection and supervision of pupils travelling by school transport, including escorting pupils to and from school buses where required.
- Lead small-group phonics sessions and structured learning interventions under teacher direction and guidance.
- Support the implementation of whole-school phonics and early reading programmes.
- Help maintain a safe, well-organised, and inclusive classroom environment.

- Support positive behaviour for learning and effective relationships.
- Accompany pupils on trips, visits, and out-of-school activities as required.
- Build positive relationships with pupils, staff, and parents/carers.
- Attend relevant meetings, briefings, and training.
- Contribute to whole-school activities and initiatives.

Safeguarding and Professional Responsibilities

- Safeguard and promote the welfare of children and young people.
- Follow safeguarding, child protection, health and safety, confidentiality, and data protection procedures.
- Report concerns promptly in line with school policy.
- Maintain professional boundaries and standards at all times.
- Uphold the values and ethos of the school and Trust.

Carry out any other reasonable duties consistent with the role and grade at the direction of the Head of School or School Business Manager

Person Specification

Essential

Qualifications

- GCSE English and Maths at Grade C / 4–5 or above (or equivalent).

Experience

- Experience of working with children in a school or similar setting.

Skills and Knowledge

- Good understanding of how children learn and develop.
- Ability to support learning in literacy, numeracy, and across the curriculum.
- Strong communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Understanding of safeguarding and child protection responsibilities.
- Ability to promote positive behaviour and support pupils' wellbeing.
- Ability to follow guidance and work under the direction of the class teacher.
- Commitment to maintaining confidentiality and professional standards.
- Ability to supervise pupils safely during unstructured times (break and lunch).
- Ability to follow safeguarding and supervision procedures for pupil transport.
- Ability to deliver structured phonics and early reading activities under teacher guidance.

Commitment

- Commitment to safeguarding and promoting the welfare of children.
- Commitment to equality, diversity, and inclusion.
- Willingness to engage in training and professional development.

Desirable

Qualifications

- Relevant Teaching Assistant or childcare qualification.

Experience

- Experience supporting pupils with SEND and/or behavioural needs.
- Experience delivering one-to-one and small group interventions.
- Experience contributing to Individual Education Plans or support plans.
- Experience supervising pupils during breaktimes and lunchtimes.
- Experience supporting pupil transport arrangements.
- Experience delivering phonics or early reading interventions.

Skills and Knowledge

- Knowledge of SEND strategies and interventions.
- Confidence using ICT and digital tools to support learning.
- Understanding of national and local curriculum initiatives.
- Experience supporting literacy and numeracy programmes.

Personal Qualities

- Enthusiastic, caring, and committed to supporting children's learning.
- Patient, calm, and resilient in challenging situations.
- Flexible and adaptable to meet pupils' changing needs.
- Proactive and confident in using initiative.
- Creative and willing to try new approaches.
- Reflective and open to feedback and professional development.
- Reliable, well-organised, and professional at all times.
- Positive role model for pupils and colleagues.