



**MOUNT STEWART FEDERATION**  
**Headteacher:** Mrs S Newing  
Carlisle Gardens, Harrow HA3 0JX  
T: 020 8907 5113  
E: [admin@tmss.org.uk](mailto:admin@tmss.org.uk)



## Job Specification: Teaching Assistant

### Main Purpose of the Role

The Teaching Assistant will:

- Work closely with class teachers to raise the learning and attainment of all pupils.
- Promote pupils' independence, self-esteem, and social inclusion.
- Support pupils—individually or in groups—so they can access the curriculum, engage in learning, and experience success.

### Key Duties and Responsibilities

#### Teaching and Learning

- Adopt informed and efficient strategies to support teaching and learning, including for pupils with SEND.
- Promote inclusion and encourage all pupils to participate in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum, enabling all pupils to achieve their full potential.
- Apply consistent behaviour management strategies in line with the school's policy.
- Assist in maintaining a calm, safe and purposeful learning environment.
- Prepare and organise teaching spaces and resources to stimulate learning.
- Observe and report on pupil performance to the class teacher.
- Supervise a class if the teacher is temporarily unavailable.
- Use ICT effectively to support learning.
- Carry out any other relevant duties as directed by the class teacher.

#### Planning and Assessment

- Support effective assessment by helping to monitor, record and report pupil progress.
- Read and understand lesson plans provided in advance.
- Assist in preparing the classroom and learning materials ahead of lessons.

#### Working with Others

- Communicate clearly with colleagues, pupils, and—when directed—parents/carers.
- Share relevant knowledge and observations with staff and external professionals to support pupils' needs.
- Attend meetings with parents/carers to provide feedback, when required by the teacher.
- Work collaboratively with classroom teachers and external specialists to support targeted intervention.
- Build and maintain professional working relationships with colleagues and external partners.

#### Health, Safety, and Wellbeing

- Promote and support pupil wellbeing and safety in line with *Keeping Children Safe in Education* and the school's safeguarding policies.
- Provide care and reassurance to pupils when needed, such as minor accidents or emotional upset.





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## Professional Development

- Reflect on personal practice and identify professional development opportunities to improve effectiveness.
- Engage in training as needed, including First Aid and safeguarding.
- Participate in the school's performance management and appraisal processes.

## Safeguarding

- Follow statutory safeguarding guidance and school policies.
- Actively promote the safety and welfare of all pupils.

## Person Specification

Criteria	Essential Qualities
<b>Qualifications &amp; Training</b>	- GCSE or equivalent in English and Maths (Grade 4/C or above) - First-aid trained or willing to train
<b>Experience</b>	- Experience working in schools or with children/young people - Experience supporting learning activities
<b>Skills &amp; Knowledge</b>	- Strong literacy and numeracy skills - Good organisational skills - Understanding of pupil needs and how to adapt support - Strong ICT and communication skills - Knowledge of safeguarding responsibilities
<b>Personal Qualities</b>	- Enjoy working with children - Empathetic and understanding - Committed to pupil success and school values - Discreet and respectful of confidentiality - Resilient, proactive, and solution-focused

May 2025