

TEACHING ASSISTANT JOB DESCRIPTION

Location:	Leiston Primary School
Grade:	2 SCP 3-6
Hours:	30hrs per week – 38 weeks per year
Contract Status:	Maternity Cover, starting 1 st September 2026
Reports to:	Teacher

Main purpose of the role

To assist in promoting the learning and personal development of students to enable them to make the best use of the educational opportunities available to them. To support students to learn as effectively as possible both in group situations and individually. Enabling all students of all abilities to achieve their maximum potential.

Key responsibilities and duties:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
2. Support pupils to understand instructions, to support independent learning and inclusion of all pupils.
3. Motivate and encourage students as required.
4. Support the teacher in behaviour management, inline with school policy, and keeping pupils on task.
5. To assist the class teacher in the development of a suitable programme for students who need learning support intervention.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some or all of the following:

1. Record basic pupil data, maintaining records of student needs and progress.
2. Support children's learning through play.
3. Assist with break and lunchtime supervision including facilitating games and activities.
4. Assist with escorting pupils on educational visits.
5. Support pupils in using basic ICT.
6. Invigilate exams and tests.
8. Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence
9. Attend and contribute to SEN and appropriate review meetings, if required by the SENDCO.

About the school/Trust

We are seeking to appoint a dedicated and enthusiastic Teaching Assistant to work at Leiston Primary School.

Leiston Primary School is a busy and thriving school (Ofsted rated Good in all areas). We are a thriving 3-11 years primary school with an in-school Nursery and a PAN of 45. We provide a nurturing and stimulating environment for our pupils from a range of backgrounds. We are committed to delivering an exceptional education that prepares our young learners for the next stage of their academic journey.

All children at our school have a wide range of opportunities available to them to be involved in school life. The school council, eco council, sports teams, choir and annual performances provide a wealth of activities beyond everyday lessons.

Person SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications	<p>GCSE Level 4/Grade C or above in English and Mathematics /NVQ level 2 in supporting teaching and learning or equivalent.</p> <p>Ability to read and understand instructions.</p>	
Specialist knowledge skills and experience	<p>Experience of working with Children and Young People.</p> <p>Effective communication skills with pupils, staff and parents/carers and other outside agencies.</p> <p>Knowledge of guidance and requirements around safeguarding children.</p> <p>Ability to assist with information gathering, problem solving and thinking creatively.</p>	<p>Experience working in a school environment or other educational setting.</p> <p>Some experience of emotionally demanding or challenging behaviours and situations as a result of attending to pupils' personal needs and assisting with behaviour management may be beneficial.</p> <p>Good ICT skills (Microsoft packages).</p> <p>Basic knowledge of First Aid.</p>
Values and personal qualities	<p>A passion for improving the learning and welfare of pupils.</p> <p>Ability to remain calm in stressful situations.</p> <p>Good written and verbal communication skills</p> <p>Commitment to maintaining confidentiality at all times</p>	<p>Desire to undertake further CPD.</p>
Additional requirements	<p>A full, clean UK driving licence is required (will only be applicable if the individual needs to regularly travel between sites or if is required to drive a school vehicle)</p> <p>Full background checks in line with Keeping Children Safe in Education are required for this role, including enhanced DBS, Barred List and references for the last 5 years.</p>	

East Anglian Schools Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.