



St Joseph's  
CATHOLIC PRIMARY SCHOOL

"Jesus light our way on our faith journey.  
Be our guide, our joy and hope,  
as we learn, live, love and pray together"

Rocky Lane, Nechells, Birmingham, B7 5HA

**Tel:** 0121 464 8140

**Email:** enquiry@stjosb7.bham.sch.uk

**Website:** www.stjosb7.bham.sch.uk

Headteacher: Mrs M Ashley



## Level 3 Teaching Assistant Job Description

**Post: Level 3 Teaching Assistant**

**Responsible to: Members of the SLT and the HLTA**

**Position: Full time (32.5 hours a week), Term-time only**

**Contract type: Permanent**

**Salary: £27,254 to £33,699 (pro-rata)**

### Main purpose of the post:

- Support the teacher in the classroom and in preparation for lessons.
- Work with class teachers to raise the learning and attainment of pupils.
- Support children in their educational and social development.
- Provide extra support for pupils with special educational needs or disabilities.
- Provide extra support for pupils with English as an additional language.

### Main Duties / Responsibilities:

| Teaching and Learning   |
|---|
| Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND). |
| Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.  |
| Give extra support to children with special educational needs, disabilities or English as an additional language.   |
| Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.  |
| Assist the teacher with marking and correcting work, and other administrative tasks.  |
| Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.  |
| Listen to children read, read to them and tell them stories.  |
| Use effective behaviour management strategies consistently in line with the school's policy and procedures.   |
| Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.  |



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| Supervise group activities.   |
| Create displays from pupils' work.  |
| Develop knowledge of the learning support needs of individual pupils.   |
| Observe pupil performance and pass observations on to the class teacher   |
| Use ICT skills to advance pupils' learning.   |
| Undertake any other relevant duties given by the class teacher.   |
| For the pupils you are supporting:  |
| Aid their learning as effectively as possible.  |
| Clarify and explain instructions.   |
| Ensure they are able to use any equipment and materials provided.   |
| Assist them in weaker areas such as language, behaviour and social skills.  |
| Help them to concentrate on and finish work set for them.   |
| Meet physical needs as required while encouraging independence.   |
| Assist with the development and implementation of EHC plans.  |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.   |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher.  |
| Support the use of ICT and computing in learning activities and develop pupils' competence and independence in its use.   |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.                                  |
| Help out with school events, trips and activities.  |
| <b>Planning</b>   |
| Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.                                  |
| Read and understand lesson plans shared prior to lessons, if available.   |
| Prepare the classroom for lessons.  |
| <b>Working with staff, parents/carers and relevant professionals</b>  |
| Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.  |
| Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision. |
| Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.   |
| With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.  |
| Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.   |



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| Take part in training, meetings and reviews.  |
| Develop effective professional relationships with colleagues.   |
| <b>Health and safety</b>  |
| Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.                       |
| Look after children who are upset or have had accidents.  |
| <b>Professional Development</b>   |
| Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness. |
| Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.  |
| Maintain a professional portfolio of evidence to support the performance appraisal process.   |
| Take part in the school's appraisal procedures.   |
| Work with other support staff within the school, to support with pupil's learning.  |
| Engage in the CPD opportunities offered, as well as additional CPD undertaken during personal time.   |
| Develop own practice through professional development opportunities offered by the headteacher, and by keeping abreast of new initiatives.  |
| <b>Safeguarding</b>   |
| Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.  |
| Promote the safeguarding of all pupils in the school.   |

You are required to perform any such tasks or duties that may be reasonably assigned to you by the Head Teacher to ensure the smooth running of the school

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school.

**Closing Date of Application: 12:00pm – Wednesday 10<sup>th</sup> June 2026**



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### Personal Specification – Level 3 Teaching Assistant

| Category                                | Essential   | Desirable   |
|---|---|---|
| <b>1. Qualifications and experience</b> | <ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.</li> <li>Relevant qualification with regard to working with children, such as NVQ 3.</li> <li>First-aid training, or willingness to complete it.</li> <li>Previous experience working with children.</li> <li>Knowledge and understanding of child development and children's and families' needs.</li> <li>Experience planning and delivering learning activities.</li> <li>Be willing to undertake further training.</li> </ul>  | <ul style="list-style-type: none"> <li>Previous experience working in a school setting.</li> </ul>  |
| <b>2. Organisation</b>                  | <ul style="list-style-type: none"> <li>Ability to plan and organise.</li> <li>Ability to recognise and identify problems.</li> <li>Ability to record and pass on information accurately.</li> </ul>   | <ul style="list-style-type: none"> <li>Ability to cope with many roles/responsibilities.</li> <li>Understanding of the importance of parental involvement.</li> </ul> |
| <b>3. Skills and Knowledge</b>          | <ul style="list-style-type: none"> <li>Ability to encourage and enable others to develop their full potential.</li> <li>Good literacy and numeracy skills .</li> <li>Good organisational skills.</li> <li>Ability to build effective working relationships with pupils and adults.</li> <li>Skills and expertise in understanding the needs of all pupils.</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs.</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils.</li> <li>Excellent verbal communication skills.</li> <li>Active listening skills.</li> <li>The ability to remain calm in stressful situations.</li> <li>Knowledge of guidance and requirements around safeguarding children.</li> </ul> | <ul style="list-style-type: none"> <li>First aid, music, arts and crafts, computing.</li> <li>Any extra interests related to childcare.</li> </ul>                    |



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|   | <ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning.</li> <li>• Understanding of roles and responsibilities within the classroom and whole school context.</li> </ul>  |   |
| <b>4. Disposition and attitudes</b>                   | <ul style="list-style-type: none"> <li>• Ability to build relationships and to lead and work as part of a team.</li> <li>• A friendly, helpful, caring and flexible approach.</li> <li>• Open-mindedness and patience.</li> <li>• A commitment to equal opportunities.</li> <li>• Ability to maintain confidentiality in all school matters.</li> </ul>   | <ul style="list-style-type: none"> <li>• High levels of self-confidence.</li> <li>• Ability to relate well to other professionals.</li> </ul> |
| <b>5. Physical attributes and other circumstances</b> | <ul style="list-style-type: none"> <li>• Ability to physically fulfil the responsibilities of the post.</li> <li>• Willingness and ability to attend appropriate meetings and training.</li> <li>• Reasonable personal presentation.</li> <li>• Excellent punctuality.</li> <li>• Enjoyment of working with children.</li> <li>• Sensitivity and understanding, to help build good relationships with pupils.</li> <li>• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school.</li> <li>• Commitment to safeguarding pupils' wellbeing and equality.</li> <li>• Resilient, positive, forward-looking and enthusiastic about making a difference.</li> <li>• Capacity to inspire, motivate and challenge children and young people.</li> <li>• To support the Catholic ethos of the school.</li> </ul> | <ul style="list-style-type: none"> <li>• Flexible approach.</li> </ul>  |

This job description may be amended at any time in consultation with the post holder.

*Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. In accordance with Safer Recruitment guidelines and KCSIE, references will be taken up before interview (**2 suitable references must be provided**), identity checks undertaken, a prohibition check done, if shortlisted a Google Internet search will be conducted and **a social media check will be undertaken for the successful candidates, as part of our due diligence**. Any offer of employment to the above post will be subject to an enhanced DBS check from the Disclosure & Barring Service, a satisfactory social media check and a medical fitness check. All applicants must be able to provide documentation to prove their right to work in the UK. If you have any questions regarding this process, please email [enquiry@stjosb7.bham.sch.uk](mailto:enquiry@stjosb7.bham.sch.uk)*



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*This post is covered by **Part 7 of the Immigration Act (2016)**. Therefore, the successful applicant must have the ability to speak fluent and spoken English, as it is an essential requirement for this role.*

*This post is exempt from the **Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020**. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.*

**Safeguarding is our top priority.** We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of pupils. Our school's Safeguarding and Child Protection policy can be found at: <https://www.stjosb7.bham.sch.uk/key-information/policies/>