



HCAT

Teaching Assistant

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Job Description – Teaching Assistant

Job Title:	Teaching Assistant
Grade:	Grade 3
Responsible to:	Head of School/Teacher
Date Agreed:	07.07.2026

Purpose of the Post:

- To work as part of a professional team to support high-quality teaching and learning, ensuring all pupils can access the curriculum and make strong progress.
- To deliver structured support under the direction of the teacher, promote independence and contribute to a safe, inclusive and ambitious learning environment in line with Trust expectations.

Duties and Responsibilities:

Supporting Pupils (Core Role)

- Support pupils' learning in line with teacher planning, adapting approaches to meet individual needs.
- Deliver structured interventions and small group support programmes (aligned with EEF best practice).
- Promote independence, resilience, and self-regulation rather than over-reliance on adult support.
- Support pupils with SEND, including implementing School Focused Plans (SFPs) and behaviour strategies.
- Use effective questioning and feedback to deepen learning.
- Monitor and record pupil progress, providing accurate feedback to teachers.
- Contribute to a positive, inclusive environment where all pupils feel safe and valued.

Supporting Teaching and Learning

- Work in partnership with teachers to prepare and deliver high-quality learning activities.
- Support classroom routines and establish an orderly, purposeful learning environment.
- Assist with assessment for learning, including providing feedback and progress towards outcomes.
- Contribute to the development and preparation of learning resources.
- Support behaviour in line with the school's behaviour policy and restorative practices.
- Use technology effectively to support learning where appropriate.

Curriculum and Intervention Delivery

- Deliver targeted interventions (e.g. phonics, reading, numeracy).
- Adjust support strategies based on pupil response and teacher guidance.
- Reinforce key learning concepts and support retention through practice and review.
- Promote literacy and numeracy across the curriculum.

Safeguarding and Compliance (Critical Responsibility)

- Adhere to statutory safeguarding requirements including Keeping Children Safe in Education (KCSIE).
- Be vigilant to signs of abuse, neglect, or safeguarding concerns and report immediately

- Maintain confidentiality and uphold data protection standards (GDPR).
- Follow all Trust policies relating to health & safety, safeguarding, behaviour, and equality.

Professional Responsibilities

- Work collaboratively with colleagues, parents/carers, and external professionals.
- Engage in ongoing professional development and training.
- Reflect on practice and seek to improve impact on pupil outcomes.
- Contribute to the wider life of the school (e.g. clubs, trips and enrichment opportunities).
- Maintain professional standards in line with Trust expectations.

Wider School Contribution

- Support supervision of pupils before school, during breaks, and after school as required.
- Accompany pupils on trips and visits, ensuring safety and engagement.
- Contribute positively to the ethos and values of the Trust.

To undertake any other duties commensurate with the grade and responsibilities of the post, as directed by the Head of School, Executive Leader or Trust leadership.

This job description is not exhaustive and may be reviewed and amended, in consultation with the postholder, to reflect changes in organisational requirements, statutory guidance or the strategic direction of the Trust.

Employee Specification – Teaching Assistant

Criteria Number	Attributes	Criteria	How Identified	Rank
1	Experience	Experience of working with children in an educational or childcare setting.	Application form/Interview/References	Essential
2		Experience supporting pupils with additional needs (e.g. SEND, EAL, SEMH).	Application form/Interview	Desirable
3		Experience of delivering small group or intervention support.	Application form/Interview	Desirable
4	Qualifications	GCSE (or equivalent) in English and Maths at Grade 4/C or above	Application form/Certificates	Essential
5		Relevant Level 2 qualification (e.g. Teaching Assistant, Childcare).	Application form/Certificates	Desirable
6		First aid qualification or willingness to train.	Application form/Interview	Essential
7	Knowledge	Basic understanding of child development and how children learn.	Application form/Interview	Essential
8		Awareness of the primary curriculum and learning expectations.	Application form/Interview	Essential
9		Understanding of safeguarding and child protection responsibilities including Keeping Children Safe in Education.	Application form/Interview	Essential
10		Knowledge of effective behaviour management strategies.	Application form/Interview	Essential
11		Awareness of inclusion and strategies to support diverse learners.	Application form/Interview	Essential
12		Understanding of structured interventions (e.g. phonics, reading, maths)	Application form/Interview	Desirable
13	Skills	Ability to build positive relationships with pupils and adults.	Interview/References	Essential
14		Ability to work effectively as part of a team.	Interview/References	Essential
15		Strong communication skills (verbal and written)	Application form/Interview	Essential

16		Ability to promote independence and engagement in learning.	Interview/Observation (if applicable)	Essential
17		Ability to use digital technology to support learning.	Application form/Interview	Essential
18		Ability to observe, record and feedback on pupil progress accurately.	Interview/Task	Essential
19	Personal Qualities	Commitment to safeguarding and promoting the welfare of children.	Application form/Interview/References	Essential
20		Commitment to equality, diversity and inclusion.	Application form/Interview	Essential
21		Professionalism, reliability and strong work ethic.	Interview/References	Essential
22		Willingness to undertake training and continuous professional development.	Application form/Interview	Essential
23		Positive, adaptable and reflective approach to work.	Interview	Essential
24	Compliance	Willingness to comply with all Trust policies (safeguarding, H&S, GDPR).	Application form/Interview	Essential