

Post Title:	Teaching Assistant
Salary/Grade:	Grade 4
Disclosure level:	Enhanced
Job Purpose:	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
Support to Pupils:	<ul style="list-style-type: none">• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities• Assist with the development and implementation of Individual Education/Behaviour Plans and• Personal Care programmes• Establish constructive relationships with pupils and interact with them according to individual needs• Promote the inclusion and acceptance of all pupils• Encourage pupils to interact with others and engage in activities led by the teacher• Set challenging and demanding expectations and promote self-esteem and independence• Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
Support to Teachers:	<ul style="list-style-type: none">• Create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson• plan and assist with the display of pupils' work• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals• Assist with the planning of learning activities• Monitor pupils' responses to learning activities and accurately record achievement/progress as directed• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour• Establish constructive relationships with parents/carers• Administer routine tests and invigilate exams and undertake routine marking of pupils' work <p>Provide clerical/admin support e.g. photocopying, typing, filing, etc</p>

Support for the Curriculum:	<ul style="list-style-type: none"> Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher Support the use of ICT in learning activities and develop pupils' competence and independence in its use Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
Support for the School:	<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop Contribute to the overall ethos/work/aims of the school Appreciate and support the role of other professionals Attend and participate in relevant meetings as required Participate in training and other learning activities and performance development as required Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Responsibilities:	<ul style="list-style-type: none"> Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person Be aware of and support differences and ensure equal opportunities for all Contribute to the overall ethos/work/aims of the school(s) Develop constructive relationships and communicate with other agencies/professionals Share expertise and skills with others Participate in training and other learning activities and performance development as required Recognise own strengths and areas of expertise and use these to advise and support others 		
	Qualities		
Qualifications and Experience:	<table> <tr> <td>Experience Working with or caring for children of relevant age</td><td>E</td></tr> </table>	Experience Working with or caring for children of relevant age	E
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	<table> <tr> <td>Qualifications & Training Good numeracy/literacy skills NVQ 2 for Teaching Assistants or equivalent qualifications or experience</td><td>E D</td></tr> </table>	Qualifications & Training Good numeracy/literacy skills NVQ 2 for Teaching Assistants or equivalent qualifications or experience	E D
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	Training in the relevant learning strategies e.g. literacy First aid training/training as appropriate	D D
	Knowledge & Skills Effective use of ICT to support learning Use of other equipment technology – video, photocopier Understanding of relevant policies/codes of practice and awareness of relevant legislation General understanding of national/foundation stage curriculum and other basic learning programmes/strategies Basic understanding of child development and learning Ability to self-evaluate learning needs and actively seek learning opportunities Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E D D D E E E E

Application Procedure

Please apply by completing an Application form on MyNewTerm via the website:
<https://stantonharcourtschool.org.uk/staff-vacancies/>

Interviews will be held Friday 16th January 2026. Applicants will be informed of the outcome of the interview that afternoon.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed _____ Name _____ Headteacher

Signed _____ Name _____ Post-Holder

Date _____