



Umberleigh Academy Internal Advert

General Teaching Assistant

General Teaching Assistant Internal Advert



Role Overview

Job Title: General Teaching Assistant

Start Date: 1st September 2026

Salary: £13.47 (Grade C)

Hours Per Week: 15 (8:45am – 12pm Monday to Friday including 15 minute unpaid tea break)

Status: Permanent | Part Time

Closing Date: 12 Noon on Thursday 25th June 2026

Are you passionate about making a difference to children's lives? Working under the guidance of teaching and senior staff, the successful candidate will support pupils' learning, attainment and wellbeing, helping to promote independence, self-esteem and social inclusion. Working closely with the class teacher, they will assist pupils to engage fully with their learning, both within the classroom and in other learning environments, while supporting the effective management of pupils and the classroom. In-service training will be provided where appropriate. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

How to Apply

If you would like to contribute to a Trust committed to providing outstanding learning experiences for all pupils, please apply via mynewterm. To submit your application, you will be required to register as a candidate and complete the full application form on their platform, as we are strictly unable to accept CVs.

TEAM Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. An Enhanced DBS check will be undertaken and references taken up before interview. All shortlisted candidates are subject to a pre-employment online search prior to interview.

General Teaching Assistant



Person Specification

In your supporting statement and application form, please demonstrate how you meet the essential criteria for the role. All other criteria are considered desirable.

Attribute	Essential
Experience	<ul style="list-style-type: none">Working with or caring for children of relevant age, and/or completion of relevant training and qualifications.
Practical Skills	<ul style="list-style-type: none">Ability to relate well to children and adults
Communication	<ul style="list-style-type: none">Ability to fulfil all spoken aspects of the role with confidence and fluency in English
Personal Qualities	<ul style="list-style-type: none">Able to work effectively in a team
Technology / IT Skills	<ul style="list-style-type: none">Ability to use technology to a basic level-e.g. Computer, video, photocopier etc.
Education and Training	<ul style="list-style-type: none">Good numeracy and literacy skills.Requirement to participate in training/development as/when identified by line manager as essential for performance of the post.Willingness to participate in other development and training opportunities

General Teaching Assistant Job Description



Job Purpose including main duties and responsibilities:

To work under the instruction guidance of teaching/senior staff to undertake work/care/support programmes to raise the learning and attainment of pupils while also promoting their independence, self-esteem and social inclusion 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 may regularly take place outside the main teaching area.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

To work under instruction/guidance to enable access to learning by:

- Attending to the welfare and personal care of pupils including those with special educational needs
- Delivering pre-determined learning/care/support programmes
- Implementing literacy/numeracy programmes
- Assisting with the planning cycle
- Undertaking general clerical/administrative support for the teacher/department

DUTIES

Support the teacher by:

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans
- Assisting with the display of pupils' work
- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assisting with the planning of learning activities on a regular basis
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress as directed
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
- Establishing constructive relationships with parents/carers and where appropriate participating in feedback sessions with parents alongside the teacher
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work
- Providing clerical/administrative support e.g. photocopying, typing, filing, money, administration of course work etc.

Supporting pupils by:

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Establishing constructive relationships with pupils and interacting with them according to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Setting challenging and demanding expectations and promoting self-esteem and independence
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support the curriculum by:

- Undertaking structured and agreed learning activities/teaching programmes and adjusting activities according to pupil responses
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years, recording achievement and progress and feeding back to the teacher
- Supporting the use of ICT in learning activities and developing pupils competence and independence in its use
- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use

Support the school by:

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher



Part of TEAM Multi-Academy Trust



Umberleigh Academy Contact Information :



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www.umberleigh-primary.devon.sch.uk



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