

Job Description

Teaching Assistant

Cidari Multi Academy Trust
 Warton St Paul's Church of England Primary Academy
 Salary: NJC Pay Scale Grade 4 SCP 4-6 (£25,185 to £25,989 fte)
 Reporting to: Headteacher
 Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	Cidari Primary Academies
Reviewed on:	24 th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Teaching Assistant

Expected to work with the teacher in a collaborative way, in meeting the personal, social, spiritual and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive, supportive and constructive relationships with pupil, parents, carers and the wider community, and by contributing ideas and strategies. Will assist with the planning, delivery and evaluation of the curriculum and its differentiation amongst SEND, EAL and pupils with social emotional and mental health needs

B. Key Responsibilities

1. Support for the Pupils

- To work collaboratively with the teachers and SENDCo in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the development needs of the individual children throughout different curriculum areas and year groups.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). Such as THRIVE.





- To assist in the devising of pupil's individual targets and taking an active role in the plan do review cycle to monitoring and review the targets set.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- Use google classroom and ICT resources to support the needs of the children across school.

2. Support for the Teacher

- To monitor individual pupils' progress and to report on pupils' needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons, including the use of ICT.
- To liaise with parents, carers and outside agencies, where appropriate.
- Undertake marking of pupils work and recording of achievement.
- Assist in the supervision of children on trips/visits, adapting risk assessments where necessary to suit the needs of learners within the class with support of EVC and Class Teacher

3. Support for the Academy

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within Academy policies and procedures.
- To attend staff training/meetings as directed by the academy or members of SLT.



- To take care for their own and other people's health and safety.
- To liaise with the SENDCo with regard to the ordering supplies and equipment for specific interventions.
- To be aware of the confidential nature of issues related to home/pupil/teacher/Academy work.
- To support the Academy's Christian Ethos.
- To support the wider values and vision of the Trust.

4. Support for the Curriculum

- To be familiar with the content of the schools curriculum and adapt where needed to best suit the needs of all learners. Including but not limited to SEND and EAL learners.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities to enhance children's accessibility to the curriculum

5. Equal Opportunities

Cidari Multi Academy Trust is committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

6. Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Teaching Assistant is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.