

Job Description and Person Specification



Job details			
Job title	Teaching Assistant		
School	Nelson Infant School		
Location	Nelson Infant School		
Hours per week	7hrs	Weeks per annum	39 weeks (term time +1)
Grade	D6		
Responsible to	The Headteacher		
Responsible for			
Effective date	1 st September 2026	Job Family	Support staff

Purpose of the Role
• Work with class teachers to raise the learning and attainment of pupils • Promote pupils' independence, self-esteem and social inclusion • Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement • Be a strong presence in the classroom, supporting inclusive practice within their team as well as a confident leader of learning sessions. • Help to build on our successes and move us forward towards an outstanding future • 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 Throughout all work in this role, the post holder must show integrity, have high expectations of themselves and others and consideration to uphold standards of care for children, staff, parents and community.
Other Job Information (e.g. any special factors or constraints)
Nelson Infant School has a bespoke Alternative Provision for a small group of pupils with high SEN. The role may include support in this provision alongside the mainstream classes.

Accountability – Job Description
<i>Please note that these are the overall responsibilities and accountabilities but the implementation of some of these tasks will be taken by more junior roles in larger schools.</i>
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

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- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- 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
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
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- Undertake any other relevant duties given by the class teacher.

Planning

- 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

Working with staff, parents/carers and relevant professionals

- 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
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues.

Health and safety

- 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

Professional development

- 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

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Take part in the school's appraisal procedures
Take part in the school's appraisal procedures.

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification		Essential
Qualifications		
Good Numeracy and Literacy Skills.		- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) or Functional Skills Level 2 in English and Maths - First-aid training, or willingness to complete it
Experience		
Has experience working in a school environment or other educational setting.		- Experience working with children / young people. - Experience planning and delivering learning activities.
Skills/knowledge		
- Good organisational skills. - Ability to build effective working relationships with pupils and adults. - Excellent verbal communication skills.		- Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual needs - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Active listening skills - The ability to remain calm in stressful situations - Knowledge of guidance and requirements around safeguarding children - Good ICT skills, particularly using ICT to support learning - Understanding of roles and responsibilities within the classroom and whole school context
Personal Qualities		
Enjoyment of working with children.		- Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupil's wellbeing and equality - Resilient, positive, forward looking and enthusiastic about making a difference

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| | <ul style="list-style-type: none"> Capacity to inspire, motivate and challenge children and young people |
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General information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant , Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list.
- Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end, you will be required to undergo pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required.
- This job description may be amended at any time in consultation with the postholder.

Signed: Job Holder		Signed Manager:	
Print Name:		Print Name:	
Date:		Date:	