



Job Description

Casual Teaching Assistant

Location:	Woodlands School
Grade/Scale:	NJC Grade E, Scale 5-6
Special Conditions:	None
Reporting to:	Head Teacher
Revised Date:	May 2026

Job Summary:
<p>To assist the teaching staff in the development and education process of pupils with special educational needs, including pupil care, support and supervision.</p> <p>To carry out duties in line with the conditions of employment, Trust/School policies and procedures and any other relevant legislation or guidance. To demonstrate consistently high standards of professional conduct.</p>

Main Duties & Responsibilities:
<p>A Teaching Assistant will be expected to be able to undertake any of the following duties as directed by the Senior Leadership Team:</p> <p>Curriculum Support</p> <ul style="list-style-type: none"> Support pupils' learning as directed by the teacher, in context of fostering independence and self-esteem (e.g. modelling use of language appropriate to the task, facilitating discussions and interactions, encouraging pupils to reflect on their work.) <p>Pupil Support</p> <ul style="list-style-type: none"> Carry out appropriate activities as planned, either with small groups or individuals – e.g. promoting increased attention and staying on task, helping with physical difficulties whilst encouraging independence Support pupils in accessing the curriculum (and with young pupils, extend play-based learning) Provide for physical care of pupils, including lifting, interactive communication, supervision Assist and support pupils with personal care – e.g. changing, toileting, showering, washing, dressing, undressing, care of clothes, personal hygiene Assist with pupil supervision, e.g. on arrival/leaving the class, at break time and lunchtime Accompany pupils as directed, e.g. out of the classroom, on visits, trips and out of school activities Deal with minor accidents, upsets Support communication through means appropriate to the child <p>Teacher Support</p> <ul style="list-style-type: none"> Assist in the day to day management of the learning environment, e.g. preparing/clearing equipment and resources, preparation of classrooms/ art areas etc. and outside areas

Main Duties & Responsibilities:

- Assist with equipment hygiene (wash and detox)
- Display and present pupils' work
- Sort and tidy cupboards
- Cleaning up
- Assist in management of pupil behaviour
- Liaise with families, answering queries
- Participate in record keeping – e.g. providing information to contribute to recording pupil achievement, taking photos of pupils' work
- Provide feedback about learning activities, responses to them and support provided
- Undertake routine admin and clerical support (copying, filing, collecting money etc.)

Additional Duties:

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.

Note: This job description may be modified by the Trust to reflect or anticipate changes in the job, commensurate with the salary and job title.