

Job Description and Person Specification



Acocks Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Post Title	Teaching Assistant Level 3
Salary	Grade 3 SCP £27,254 - £33,699, FTE depending on level of experience
Responsible to	Headteacher
DBS Check	Enhanced Check
Contract type	12 months fixed term contract in the first instance
Hours per week	32.5 hours (term time)

Role Purpose

1. Role Purpose

1.1 This level is applicable to experienced teaching assistants whose working role calls for competence across a varied range of responsibilities.

1.2 To support teaching staff in the development and education of pupils including the provision of specialist skills as appropriate.

Role Responsibilities

2. Key Responsibilities

- 2.1 Support the activities of individuals or groups.
- 2.2 Establish and maintain relationships with individual pupils and groups.
- 2.3 Contribute to SEND Support Plans and EHC Plans as appropriate.
- 2.4 Support pupils during learning activities
- 2.5 Promote pupils' social and emotional development.
- 2.6 Contribute to the health and well-being of pupils.
- 2.7 Provide support for bilingual/ multilingual pupils (where appropriate to the focus of the role).
- 2.8 Support children with specific needs (where appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- 2.9 Support pupils with literacy and mathematical skills.
- 2.10 Support pupils to access the curriculum.
- 2.11 Dealing with the personal care needs of children where appropriate in line with the guidance of the local authority and the Intimate Care Policy.

Support for the teacher(s)

- 2.12 Observe and report on pupil performance.
- 2.13 Contribute to the planning and evaluation of learning activities.
- 2.14 Assist in preparing and maintaining the learning environment.
- 2.15 Contribute to the management of pupils' behaviour.
- 2.16 Contribute to maintaining pupils' records.
- 2.17 Support the maintenance of pupils' safety and security.
- 2.18 Occasionally supervise a whole class for a short time.
- 2.19 Undertake routine marking in line with school policy.
- 2.20 Provide general administrative support, for example, administer coursework, produce worksheets etc.
- 2.21 Undertake joint home visits, alongside teachers, as appropriate and in line with LA and school policy.
- 2.22 Drive the school minibus to transport children to educational visits.
- 2.23 Attend planning meetings on a Thursday after school until 4.30pm each week.

Support for the school

- 2.24 Support the development and effectiveness of team work within the school environment.

2.25 Develop and maintain working relationships with other professionals.

2.26 Liaise with parents as appropriate.

2.27 Review and develop own professional practice.

2.28 Work as required across the Primary phase and in the Early Years Foundation Stage.

Support for the curriculum

2.29 Support the use of information and communication technology

General

2.30 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.

2.31 To ensure their tasks are carried out with due regard to Health and Safety

2.32 To participate in appropriate professional development including adhering to the principle of performance management.

2.33 To adhere to the ethos of the school.

2.34 To promote the agreed vision and aims of the school.

2.35 To set an example of personal integrity and professionalism.

2.36 Assist with the transportation of children for educational visits.

2.37 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Person Specification

	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ Level 3 for Teaching Assistants or equivalent.		Application Form
Knowledge and Experience	<p>A sound knowledge of safeguarding processes.</p> <p>Experience of supporting children in a classroom or enhanced provision environment, including those with special educational needs.</p> <p>Experience of using Information Technology to support children in the classroom.</p> <p>Experience of delivering intervention to children with high level needs.</p>		<p>Application Form</p> <p>Interview</p> <p>Activity</p>

<p>Skills & Abilities</p>	<p>An ability to fulfil all spoken aspects of the role with confidence using the English Language, as required by Part 7 of the Immigration Act 2016.</p> <p>A good standard of education particularly in English and mathematics.</p> <p>Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.</p> <p>Knowledge of SEND Code of Practice.</p> <p>Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.</p> <p>Ability to provide classroom cover in the absence of the class teacher.</p> <p>Ability to consistently and effectively implement agreed behaviour management strategies.</p> <p>Ability to use language and other communication skills that pupils can understand and relate to.</p> <p>Ability to establish positive relationships with children and empathise with their needs.</p> <p>Ability to demonstrate active listening skills.</p> <p>Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to children's needs, encouraging the pupils to stay on task.</p> <p>Ability to monitor the children's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.</p> <p>Ability to carry out and report on systemic observations of children's knowledge understanding and skills.</p>	<p>Ability to transport children on educational excursions by driving the school minibuss (training available).</p>	
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	<p>Ability to assist in the recording of lessons and assessment as required by the teacher.</p> <p>Ability to offer constructive feedback to children to reinforce self-esteem.</p> <p>Ability to work effectively and supportively as a member of the school team.</p> <p>Ability to work within and apply all school policies e.g. behaviour management, safeguarding, child protection, Health and Safety, Equal Opportunities.</p> <p>(Desirable) Ability to transport children on educational excursions by driving the school minibus (training available).</p>		
Other Requirements	<p>Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.</p> <p>Maintain confidentiality on school matters.</p> <p>All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.</p>		<p>Application Form</p> <p>Interview</p>

Compiled/Reviewed by	Sarah Ward/Sarah Carpenter
Date	April 2026