

Job Description and Person Specification

Job details			
Job title	Teaching Assistant		
School	Bignold Primary School and Nursery		
Location	Wessex Street, Norwich NR2 2SY		
Hours per week	30.00	Weeks per annum and contract term	Term Time + 1 week
Grade & Salary	Grade D (£25989 - £26403 FTE)		
Responsible to	The Headteacher		
Responsible for	N/A		
Effective date	01/09/2026		

Purpose of the Role
<p>You will promote students' independence, self-esteem, and social inclusion, providing tailored support to individuals or small groups to help them access the curriculum and experience a sense of achievement.</p> <p>The ideal candidate will be a supportive presence in the classroom, actively contributing to inclusive practices and leading learning sessions with confidence. The role also plays a key part in building upon the successes of the school, helping to drive forward improvements towards an outstanding future for all pupils.</p> <p>As a Teaching Assistant, your role is to work collaboratively with class teachers to enhance the learning and attainment of pupils, ensuring they reach their full potential.</p> <p>You will work in line with statutory safeguarding guidance and policies, promoting the safeguarding and protection of all pupils in the school. As part of this role you will demonstrate integrity, maintain high expectations, and show consideration for upholding the highest standards of care for children, staff, parents, and the wider community.</p>

Job Description – Main Duties and Responsibilities
<p>Teaching and learning</p> <ul style="list-style-type: none"> • 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 • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • Assist with delivering parts of lessons under teacher supervision • 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

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- 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
- Work with individuals or small groups to reinforce learning
- Help adapt resources for accessibility
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the class teacher
- Use ICT skills to advance pupils' learning

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
- Support the teacher in preparing lesson materials and resources
- 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

Safeguarding and Health and safety

- Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct 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
- Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children
- 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
- Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL
- Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors

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<ul style="list-style-type: none"> Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns
<p>Professional development</p>
<ul style="list-style-type: none"> Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role Take part in the school's appraisal procedures Follow all Trust and School policies, including the staff code of conduct
<p>Supporting the work of our Trust</p>
<ul style="list-style-type: none"> Support our vision, mission and values, as well as our principled ways of working Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

Person Specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Safeguarding training First Aid Certificate
Experience	
<ul style="list-style-type: none"> Experience working with children / young people 	<ul style="list-style-type: none"> Experience in an educational setting
Skills/knowledge	
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> An understanding of the National Curriculum and how pupils learn Knowledge of inclusive practices

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<ul style="list-style-type: none"> • Good ICT skills, particularly using ICT to support learning • Understanding of roles and responsibilities within the classroom and whole school context 	
Personal Qualities	
<ul style="list-style-type: none"> • 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 • Capacity to inspire, motivate and challenge children and young people 	

General information	
<ul style="list-style-type: none"> • This job description details the main outcomes required and will only be updated to reflect major changes that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder • 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 stakeholders 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 	

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