

Norwich School

Teaching Assistant (Level 3) – Infants



JOB DESCRIPTION

Job Title: Teaching Assistant (Level 3) - Infants
Reports to: Head of Lower School
Contract: Part time, fixed term until 31st August 2027

Overview

This fixed term post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in working with primary aged children and have a passion for educating children.

Responsibilities

- To support teachers in subject lessons working with individuals, small groups or whole classes
- Undertake specific intervention activities to individuals or small groups
- Prepare resources for subject lessons as directed by the class teacher
- Record and monitor pupils progress as directed by the class teacher
- Assist with the emotional support of pupils
- To undertake a range of staff duties e.g. playground supervision
- Supervise lessons when covering for absent colleagues
- Help promote an excellent learning environment for pupils
- Be a positive role model
- Undertake general administrative tasks such as photocopying
- Creating and updating classroom displays
- Attend school events
- Accompany children on day trips
- Having due regard for safeguarding and promoting the welfare of pupils and young people, and following the safeguarding procedures adopted by the school
- Supervision of pupil activities and behaviour, ensuring their safety and wellbeing
- Dealing with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

Other:

- Participate in training and other learning activities as required; and in the Probation and Professional Development Review process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of the Lower School.

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PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
NVQ Level 2 Teaching Assistant or equivalent	X	
Paediatric First Aid (training offered)		X
Experience of working in a school environment	X	
Experience of learning support interventions		X
Skills and Competencies		
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Passion for working with primary aged children	X	
Proven organisational and planning skills	X	
Confident with IT		X
Passion for learning	X	
Commitment to succeed	X	
Enthusiastic	X	
Organised	X	
Stamina and resilience	X	
Punctual	X	
Enjoy working as part of a team	X	
Understand and comply with Child Protection procedures	X	

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SALARY AND BENEFITS

Salary and Working Pattern

This is a part time, fixed term contract until 31st August 2027. The Teaching Assistant (Level 3) - Infants will be expected to work 18.75 hours per week, typically Monday to Friday, during term time only. The working pattern will be agreed with the line manager. The salary for this role is £10,539 per annum.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space, but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school