

Teaching Assistant Job Description & Person Specification



Job Description

Job Title: Teaching Assistant

School: William Ransom Primary School

Contract Type: Full time

Salary: £25,185 per annum

Reporting to: Class Teacher

Main Purpose of the Role

- Support the class teacher in delivering high-quality teaching and learning experiences for all pupils
- Provide targeted assistance to individuals and small groups of children, supporting their educational and social development
- Contribute to a safe, positive and inclusive learning environment

Key Responsibilities

- Assist the teacher in preparing and organising resources and materials for lessons
- Work with pupils individually or in small groups, providing additional support as directed
- Help implement lesson plans and adapt activities to meet the needs of pupils with different abilities
- Support pupils with special educational needs (SEN) as required
- Encourage positive behaviour and promote the school's values and ethos
- Supervise pupils during break and lunch times, ensuring their safety and wellbeing
- Work collaboratively with other staff, parents and outside agencies when needed
- Maintain accurate records of pupils' progress and report any concerns to the teacher or SENCo
- Assist in the assessment and recording of pupils' achievements
- Daily thirty minute lunchtime supervision

Person Specification

Experience

- Experience of working with children in a school or educational setting (desirable)
- Experience of supporting children with a range of needs (desirable)

Skills and knowledge

- Good understanding of child development and learning
- Ability to work effectively as part of a team
- Strong communication and interpersonal skills
- Ability to adapt activities and resources to meet pupils' needs
- Understanding of safeguarding and child protection principles

Personal qualities

- Enthusiasm for working with children and helping them achieve their best
- Patience, empathy and a positive attitude
- Commitment to upholding the school's values
- Willingness to learn and take on new challenges

William Ransom Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

William Ransom Primary School is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.