

**Job details****Job title:** Teaching Assistant**Salary:** P2-P4**Hours:** 32.5 hours**Contract type:** Fixed term, term time (fixed term until 31/8/26, potential to be permanent)**Reporting to:** Class teacher**Main purpose**

The TA will:

- Work with class teachers, to raise the learning and attainment of pupils, including those with SEND.
- Promote pupils' independence, self-esteem, and social inclusion.
- Support teaching and learning by working with pupils individually or in small groups, under the guidance of the class teacher, to help them access the curriculum, participate fully in learning, and experience a sense of achievement.

**Duties and responsibilities****School Culture and Ethos**

- Contribute positively to a calm, inclusive, and supportive school environment.
- Demonstrate integrity, reliability, and professionalism at all times.
- Uphold the values and reputation of the school.
- Maintain high levels of attendance and punctuality as part of professional responsibilities

**Teaching and learning**

- 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
- 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
- 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
- Provide short-term supervision of a class to ensure continuity of learning if a teacher is temporarily unavailable.
- Demonstrate flexibility and adaptability by supporting pupils across different year groups, in line with school priorities and operational needs.
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher

**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
- 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
- Develop effective professional relationships with colleagues
- Collaborate and work with colleagues and other relevant professionals within and beyond the school

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Provide nurturing care for children who are upset or unwell, including administering basic first aid in line with school policies.

### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Demonstrate a commitment to whole-school initiatives.
- Take part in the school's appraisal procedures

### **Other areas of responsibility**

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The Teaching Assistant will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

#### **Person specification**

CRITERIA	QUALITIES
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<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and math</li> <li>First-aid training, or willingness to complete it</li> <li>Willingness to undertake further training/professional qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> <li>Experience working with children / young people</li> <li>Experience planning and delivering learning activities</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Skills and expertise in understanding the needs of all pupils</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>Excellent verbal communication skills</li> <li>Active listening skills</li> <li>The ability to remain calm in stressful situations</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Enjoyment of working with children</li> <li>Sensitivity and understanding, to help build good relationships with pupils</li> <li>A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding pupil's wellbeing and equality</li> <li>Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>Capacity to inspire, motivate and challenge children and young people</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the post holder.

**Deadline for application:** Tuesday 9<sup>th</sup> February 2025

**Interview:** Thursday 11<sup>th</sup> February 2025

**Start date:** To be discussed and agreed with the successful candidate