



Teaching Assistant Job

Description

Salary: H2/H3 dependant on experience (plus outer fringe payment) per annum

Working hours: Monday - Friday 8.30-3.30 pm term time only (38 weeks per year) with possibility of working in our Breakfast and After School Club

Contract: Permanent or Fixed term for one year

Start date: 2nd September 2025

Purpose of the role: To work with teachers to support teaching and learning by working with individuals or small groups of pupils under the direction of teaching staff and be responsible for some learning activities within the overall teaching plan.

Responsibilities:

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Undertake MSA duties at lunchtime

Teaching Assistants may also undertake some or all of the following:

Work with individual pupils with special educational needs

- Work with pupils for whom English is not their first language
- Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
- Support the work of volunteers and other teaching assistants in the classroom
- Support the use of ICT in the curriculum
- Assist in escorting and supervising pupils on educational visits and out of school activities
- Select, prepare and clear away classroom materials and learning areas ensuring they are available for use, including developing and presenting displays
- Support pupils in developing and implementing their own personal and social development
- Tend to the basic needs of pupils when required, whilst encouraging independence where appropriate. This may include duties such as feeding, washing, toilet training and intimate care (nappy changing) where appropriate and where directed by the class teacher.
- Monitor and manage stock and supplies for the classroom.
- Provide short term cover supervision of whole classes during the absence of the teacher
- Attend staff meetings and INSETS when appropriate (if outside of working hours will be paid as overtime)

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

COMPETENCIES

Communication (written and verbal)
Problem Solving
Team working
Active Listening
Motivation

QUALIFICATIONS

Description	Essential	Desirable
Relevant qualification with regard to working with children, such as NVQ 2 in numeracy and literacy (or equivalent)		✓
Level 3 Qualification in Childcare		✓
Previous experience working within a school setting		✓

SKILLS & EXPERIENCE

Description	Essential	Desirable
Education to secondary school level	✓	
Previous experience of working with children.	✓	
Open-mindedness and patience	✓	
Ability to record and pass on information correctly.	✓	
Ability to encourage and enable others to develop their full potential	✓	
Ability to build relationships and work as part of a team	✓	
A friendly, helpful, caring and flexible approach	✓	
Self-motivated with outstanding organisational and planning skills	✓	
Ability to produce required outcomes with minimal supervision	✓	
Excellent communication and user ICT skills	✓	
Willingness and ability to attend appropriate meetings and training	✓	
To be able to maintain confidentiality in all school matters	✓	
Awareness of data protection and confidentiality	✓	
Understanding of the Schools ethos and values	✓	
Basic knowledge of health, wellbeing and safety		✓
Awareness of keeping children safe in education		✓
Basic knowledge of First Aid		✓