**Job Description:**

**Teaching Assistant**

**Job Title:** Teaching Assistant  
**School:** William Ransom Primary School (Hitchin, SG4)  
**Contract Type:** Full time  
**Salary:** £24,027 per annum  
**Reporting to:** Class Teacher / SENCo

**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 (Hitchin, SG4) 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 (Hitchin, SG4) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.*