

Job Description: Teaching Assistant

Grade: H2.3 – H2.5, dependent on experience (£24,027 - £24,790 FTE)

Hours: 23.75 hours per week, term time only (Monday – Friday 8.30 – 13.15)

Reports to: Headteacher

Job Purpose:

To support the class teacher in the delivery of high quality teaching and learning, helping to create a safe, supportive, and stimulating environment for pupils. This includes working with individuals or small groups of children, including those with special educational needs (SEN), to help them achieve their learning goals.

Key Responsibilities:

- Assist the classroom teacher in preparing learning materials and resources.
- Support pupils during lessons, ensuring they understand and stay on task.
- Provide one-to-one or small group support, including interventions and catch-up work.
- Help manage classroom behaviour and promote positive learning behaviours.
- Assist with assessing and recording pupils' progress under the guidance of the teacher.
- Supervise children during non-classroom times, such as break, lunch, and school trips.
- Support pupils with personal care, if required (especially in EYFS).
- Work with pupils with SEN, adapting activities and learning materials as needed.
- Promote inclusion and equal opportunities for all pupils.
- Maintain confidentiality and uphold the school's safeguarding policies.

Requirements:

Essential:

- Good standard of general education (e.g., GCSEs in English and Maths).
- Experience working with or caring for children (in a school or other setting).
- Strong communication and interpersonal skills.
- Ability to work flexibly as part of a team.
- Understanding of child development and the role of a teaching assistant.

Desirable:

- Level 2 or 3 Teaching Assistant qualification (or working towards it).
- Experience supporting children with SEN or EAL.
- Basic First Aid training.
- Knowledge of safeguarding and child protection procedures.

Personal Attributes:

- Patient, caring, and empathetic.
- Reliable and responsible.

- Organised and proactive.
- Enthusiastic and passionate about supporting children's learning.
- Willingness to learn and undertake relevant training.

