

Teaching Assistant

- **Pay Scale:** H2-3 – H3-6 (£25,614 - £26,847) Dependant on experience
- **Salary Terms:** Pro-rata, Term Time Only (TTO)
- **Contract Type:** Fixed Term (until the end of the current academic year)
- **Positions Available:**
 - **Option A:** Full-Time (1.0 FTE) - 30 hours per week
 - **Option B:** Part-Time (0.5 FTE) - 15 hours per week

Job Description

School Vision & Values

Vision: *"Together in Community"* — Built on our Christian values and rooted in the parable of the Good Samaritan.

Core Values: KINDNESS – ENDEAVOUR – UNDERSTANDING

Purpose of the Role

To work alongside teachers to support high-quality teaching and learning across the school. The role carries a vital emphasis on delivering effective 1:1 and targeted small-group support to enable pupils with diverse needs to access the curriculum, overcome barriers to learning, build independence, and flourish.

Key Responsibilities & Duties

Direct Pupil & Learning Support (Vital Core Area)

- Provide tailored, high-impact 1:1 support for individual children as identified by the classroom teacher and SENCo.
- Work with individual pupils or small groups under teacher guidance, adapting explanations and scaffolding activities to ensure full curriculum access and inclusion.
- Support pupils to understand instructions, break down tasks into manageable steps, and develop independent learning strategies.
- Assist pupils with special educational needs, medical needs, or sensory needs while consistently promoting self-reliance and confidence.
- Provide active encouragement, feedback, and reassurance to foster pupil enthusiasm and a lifelong love of learning.

Classroom & Behaviour Support

- Support the classroom teacher in maintaining a calm, positive, and purposeful learning environment.
- Implement consistent behaviour management strategies in line with school policy to keep pupils focused and on task.
- Support children's social and emotional wellbeing, helping them navigate peer interactions and reporting any concerns to the teacher.
- Assist with break-time supervision, encouraging positive, inclusive play and games.

Preparation, Resources & Administration

- Prepare and clear up learning environments, equipment, and tailored 1:1 learning resources.
- Assist with classroom displays, filing, photocopying, and maintaining an organized workspace.
- Help pupils use basic educational ICT tools safely and effectively.
- Record basic pupil progress data and provide feedback to class teachers to inform future lesson planning.

Safeguarding & Pastoral Care

- Actively implement the school's commitment to the safety, protection, and wellbeing of all pupils.
- Assist pupils with eating, dressing, and personal hygiene where required, always upholding dignity and promoting independence.
- Assist with escorting pupils on educational visits and out-of-school activities safely.

Person Specification

Key:

- **E** = Essential | **D** = Desirable
- **Assessment Method:** **A** = Application Form | **I** = Interview | **R** = Reference

1. Qualifications & Training

Criteria	E / D	Assessment
Good standard of general education (GCSE English and Maths grade C/4 or equivalent)	E	A
Level 2 or Level 3 Certificate in Supporting Teaching and Learning in Schools (or equivalent NVQ qualification)	D	A
First Aid qualification (or willingness to undertake Paediatric First Aid training)	D	A
Commitment to continuous professional development (CPD) and willingness to undertake further job-specific training	E	A / I

2. Knowledge & Understanding

Criteria	E / D	Assessment
Knowledge of supporting children on a 1:1 basis	E	A / I
Understanding of how children learn and strategies to adapt activities to meet individual needs	E	A / I
Knowledge and awareness of Safeguarding and Child Protection procedures in schools	E	A / I
Awareness of Special Educational Needs and Disabilities (SEND) and Education, Health and Care Plans (EHCPs)	D	A / I
Knowledge of positive behaviour management techniques	D	A / I

Awareness of the Primary Curriculum and key age-related expectations	D	A / I
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3. Experience

Criteria	E / D	Assessment
Experience working with primary school-aged children in an educational or childcare setting	E	A / R
Experience delivering 1:1 support or small-group interventions to children requiring additional assistance	E	A / I / R
Experience working alongside teachers to support classroom activities and learning environments	D	A / R
Experience supporting pupils with specific educational, medical, or sensory needs	D	A / I

4. Skills & Abilities

Criteria	E / D	Assessment
Ability to build warm, positive, and trusting 1:1 relationships with pupils while maintaining clear boundaries	E	I / R
Good oral and written communication skills to liaise effectively with teachers, parents, and staff	E	A / I
Ability to work on own initiative as well as collaboratively within a small school team	E	A / I / R
Practical ICT skills to support classroom learning and maintain accurate child progress records	D	A / I
Capability to remain calm, resilient, and patient in challenging situations	E	I / R

5. Personal Qualities & Values

Criteria	E / D	Assessment
Sympathetic alignment with the Christian values and inclusive ethos of Little Gaddesden C of E School (Kindness, Endeavour, Understanding)	E	I
High degree of professionalism, discretion, and strict adherence to confidentiality guidelines	E	I / R
Flexible, adaptable, and practical approach to daily tasks	E	I / R
Genuine care, enthusiasm, and joy in helping young children succeed	E	I