



Job Description & Person Specification

Teaching Assistant (Level 3)

Grade 4 SCP 12-17

32.5 hrs per week, Term Time + 5 days

Fixed Term Post from 01/09/2025

Responsible to:

Assistant Headteacher (Achievement for All - SEND)

Purpose of Post

To provide a supportive service within and beyond the classroom, addressing the needs of young people who require help to overcome barriers to learning. To contribute to raising standards of achievement by implementing agreed programmes with individuals and groups.

Key tasks

Support for pupils

1. Acting as role model, contribute to a purposeful learning environment where learners feel safe, secure and confident, establishing rapport and respectful, trusting relationships.
2. Promote inclusion and acceptance of all pupils in the classroom by encouraging interaction and engagement in teacher led activities.
3. Contribute to SEND support plans and reviews.
4. Supervise, assist and support pupils, including those with special needs, to access learning activities.
5. Plan and deliver small group or one to one intervention, monitoring progress and giving appropriate feedback.
6. Assist the teacher in evaluating intervention approaches.
7. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
8. Support and implement pupils' personal programmes, including social, health, physical, hygiene, and welfare. Following appropriate training and in line with school procedures, administer basic first aid and/or medication as required.

Support for teachers

1. Promote positive values and attitudes and encourage pupils to take responsibility for their own behaviour. Deal promptly with behaviour incidents in line with school policy.
2. Contribute to parent and carer liaison, attending meetings as required.
3. Work with the teacher to plan, implement and evaluate lessons and activities in order to gain best outcomes for pupils.





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4. Provide objective and accurate feedback and reports as required on pupil achievement, progress, and other matters, ensuring availability of appropriate evidence.
5. Support internal and external examinations and tests, invigilating as required.
6. Be responsible for keeping and updating records in a format agreed with the SENDCo, contributing to reviews / systems of records and systems as necessary.
7. Collate pupil reports in liaison with the teacher, inputting data as required.
8. Supervision at break / lunchtimes and before / after school
9. Support the teacher in creating and maintaining a vibrant and welcoming learning environment.

Support for the school

1. In liaison with the teacher, establish strong working relationships with external agencies to support the achievement and progress of pupils.
2. Actively engage with educational visits and events, providing additional supervision for pupils.

Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and promote equal opportunities for all.
3. To uphold and promote the values and the ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school's health, safety and welfare policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Undertake any other additional duties commensurate with the grade of the post.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.





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Qualifications		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
Emergency First Aid training (or willingness to complete)	E	A/I
NVQ 3 for Teaching Assistants or equivalent qualification up to degree level or experience	D	A
Training in relevant learning strategies, e.g. literacy, bi-lingual, sign language, dyslexia, etc.	D	A
Experience		
Experience of working with children in an education setting who may have different individual needs and learning styles	D	A/I/T
Experience of preparing/contributing to resources to support learning programmes	D	A/I
Experience of working collaboratively as part of a team as well as being a self-motivator	E	A/I
Experience of keeping accurate and up to date records	E	A/I
Skills and Abilities		
Strong communication skills for effective relationships with pupils, colleagues and families	E	A/I/T
Creative skills to contribute to and adapt learning activities relating to the National Curriculum and other learning objectives	E	A/I/T
Ability to remain positive in challenging situations and be a consistently good role model	E	A/I
Self-reliance, resourcefulness and the ability to work on own initiative	E	A/I
Ability to embrace and utilise the latest technologies to complete tasks and improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Professional resilience and the ability to manage sensitive situations, maintaining appropriate levels of confidentiality	E	A/I
Knowledge		
Understanding of the principles of child development and learning processes	E	A/I/T





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Understanding of the wider safeguarding agenda working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Knowledge of 11-16 curriculum and other relevant learning programmes and strategies	D	A/I/T
Knowledge of safeguarding and its importance within schools	E	A/I
Knowledge of a second language, e.g. British Sign Language, Urdu or Polish	D	A
Work circumstances		
Occasional out of hours working to support school events/trips	E	A/I

N.B. Any candidate with a disability who meets the essential criteria will be guaranteed an interview

