

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teaching Assistant	Location	Queen Eleanor Primary Academy
Salary	Dependant on experience	Hours	35 hours per week, 39 weeks per year
Department	Support Staff	Reports To	Headteacher

JOB PURPOSE:

To support teaching and learning across the academy, assisting with planning, delivery and supervision to ensure high-quality education and wellbeing for all pupils.

KEY RESPONSIBILITIES AND DUTIES:

Pupil Support & Learning

- Assist with planning, development and implementation of pupil education/behaviour plans and personal care programmes.
- Supervise and support pupils in the learning environment, including those with special educational needs.
- Support small-group and individual learning activities within and outside the classroom.
- Build and maintain positive relationships with pupils, parents and colleagues.

Supervision & Pastoral Care

- Supervise pupils outside lesson times as required.
- Support teaching staff and pupils on visits, trips and out-of-school activities.

Classroom Environment & Resources

- Create and maintain a purposeful, orderly and supportive learning environment.
- Prepare, maintain and use equipment and resources for lessons.

Administrative & Clerical Support

- Provide clerical support such as photocopying, typing and filing.
- Administer routine tests, invigilate exams and undertake routine marking.

Other Responsibilities:

- Participate in meetings, development activities and support colleagues.
- Monitor and report on pupil progress and contribute to records of attainment.

This job description is not exhaustive and will be reviewed annually as part of the performance management process. The post holder may be required to undertake any other reasonable duties as directed by the Director of Education, in line with the evolving needs of the trust.

JOB REQUIREMENTS:

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	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 qualification in English and Maths (GCSE or equivalent) 	<ul style="list-style-type: none"> NVQ Level 3 or equivalent in Childcare and Education (a recognised Level 3 EYFS Qualification) Basic food hygiene certificate. First aid training.
EXPERIENCE	<ul style="list-style-type: none"> Experience supporting or working with children in either education or other child-focused settings. 	<ul style="list-style-type: none"> Experience with SEN, EAL and interventions.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Knowledge of child development and behaviour, enabling the formation of positive, trusting rapport with pupils. Understand a range of evidence-informed support strategies and can develop and apply these to meet the diverse needs of pupils, including those with SEND. 	
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Strong interpersonal skills and ability to build positive relationships. Clear, confident communication with pupils and colleagues. Ability to apply effective support strategies. Good organisation and time-management. Calm, patient and adaptable under pressure. Committed to inclusion and high expectations. Reliable team player with a professional attitude. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> Empowering Ambition: Supporting personal growth, innovation and high performance. Championing Equity: Promoting fairness, inclusion and high expectations for every student. Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	

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EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.