

## Job Description

### Teaching Assistant

#### Job details

**Job title:** Teaching Assistant

**Salary:** Grade 3

**Hours:** 8:30am – 3.30pm (32.5 hours per week)

**Contract type:** Permanent

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#### Main purpose

- To work with class teachers to raise the learning and attainment of pupils.
  - To promote pupils' independence, self-esteem and social inclusion.
  - To give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement.
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#### Duties and responsibilities

##### Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.

- Observe pupil performance and pass observations on to the class teacher.
  - Supervise a class if the teacher is temporarily unavailable.
  - Use ICT skills to advance pupils' learning.
  - Undertake any other relevant duties given by the class teacher.
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### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
  - Read and understand lesson plans shared prior to lessons, if available.
  - Prepare the classroom for lessons.
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### **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
  - Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals so that informed decision making can take place on intervention and provision.
  - Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers.
  - With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
  - Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
  - Collaborate and work with colleagues and other relevant professionals within and beyond the school.
  - Develop effective professional relationships with colleagues.
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### Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of **Keeping Children Safe in Education (KCSIE)** and the school's child protection policy.
  - Look after children who are upset or have had accidents.
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### Professional development

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
  - Take opportunities to build the appropriate skills, qualifications and/or experience needed for the role, with support from the school.
  - Take part in the school's appraisal procedures.
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### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. **Keeping Children Safe in Education**, Prevent) and the school's safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Teaching Assistants will be required to follow school policies and the staff code of conduct.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA / HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** January 2026

**Person Specification**

| Category                    | Essential   | Desirable  |
|-----------------------------|---|--|
| Qualifications              | Excellent numeracy/literacy skills equivalent to minimum GCSE Grade 4 (C).  | Teaching Assistant NVQ3 or beyond. ICT qualifications.   |
| Experience                  | At least 1 years' experience as a TA or experience of working with children, with evidence of recent training undertaken.   | Experience of working across the primary age range.  |
| Knowledge and understanding | Knowledge and understanding of: <ul style="list-style-type: none"> <li>• The needs of young children</li> <li>• Child development and the ways in which children learn</li> <li>• The roles played by various adults in a child's education</li> <li>• Questions related to equal opportunities</li> <li>• How children learn and how to motivate them</li> <li>• Supporting children with special educational needs</li> <li>• Guidance and requirements around safeguarding children</li> </ul> | Understanding of the National Curriculum. Training in relevant teaching and learning strategies.   |
| Skills                      | A TA at John Shelton Primary School will be expected to: <ul style="list-style-type: none"> <li>• Assist children on an individual basis, but also work as a member of a team</li> <li>• Explain tasks simply and clearly</li> <li>• Supervise and control children, and adhere to defined standards</li> <li>• Accept and respond to authority and supervision</li> </ul>  | In addition, they might also be able to: <ul style="list-style-type: none"> <li>• Suggest alternative ways of helping children if they are unable to understand</li> <li>• Identify gaps in their own experience that they need help in filling</li> <li>• Demonstrate the ability to learn and</li> </ul> |

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|                                 | <ul style="list-style-type: none"> <li>• Work with guidance, under limited supervision</li> <li>• Build effective working relationships with pupils and adults</li> <li>• Liaise and communicate effectively with others</li> <li>• Demonstrate good organisational skills</li> <li>• Use excellent verbal communication and active listening skills</li> <li>• Engage in professional development and attend courses</li> <li>• Display work effectively and make and maintain basic teaching resources</li> <li>• Address misunderstandings and unpick misconceptions</li> <li>• Model acceptable behaviour</li> <li>• Extend children’s thinking skills</li> <li>• Suggest ways of developing learning</li> <li>• Encourage good social skill</li> <li>• Update assessments and IEPs</li> </ul> | <p>adapt from past experience</p> <ul style="list-style-type: none"> <li>• Liaise with the SENCO and outside agencies</li> <li>• Good IT skills, particularly using ICT to support learning</li> </ul> |
| <p>Personal characteristics</p> | <ul style="list-style-type: none"> <li>• Enjoyment of, and enthusiasm for working with children</li> <li>• Show empathy through sensitivity and understanding to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for each pupil and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupils’ wellbeing and equality</li> </ul>  | <p>Capacity to inspire, motivate and challenge children and young people</p>   |



*John Shelton Community Primary School*



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|  | <ul style="list-style-type: none"><li>• Resilient, positive, forward looking and enthusiastic about making a difference</li><li>• A good sense of humour!</li></ul> |  |
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