**Teaching Assistant Job Description**

**Job Summary**

**Salary:** Grade 5 SCP 6 – SCP 11 Salary £8,543.31 - £9,250.35 (FTE £25,182.92)  
**Hours:** 15 hours (12.30pm - 3.30pm, but timings are flexible depending on need)  
**School:** Wimboldsley Primary School  
**Contract Type:** Temporary   
**Reporting to:** SENCO and Lead Practitioner  
**Responsible for**: Supporting Teaching and Learning

**Role Introduction:** Supporting the teacher with the delivery of lessons and assisting with the running of the classroom, offering support to individuals or small groups. Your role will play a key part in fostering a positive and inclusive learning environment, preparing materials, supervising students during various activities, and aiding with administrative tasks. The Teaching Assistant role is key to enhancing engagement, behaviour, and student progress.

* **Closing date** – **Friday 31st October 2025**
* **Interview dates – Wednesday 5th November 2025 (PM)**

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| **NO** | **MAIN RESPONSIBILITIES** |
| **1.** | Using acquired skills, support and deliver learning activities and contribute to the development of work programmes to facilitate effective teaching and learning for pupils with individual learning needs. |
| **2.** | Provide input into the planning and evaluation of learning activities for individuals and groups of pupils with additional needs to enable the teaching staff to make informed decisions when developing their plans. |
| **3.** | Supervise the activities of individuals or groups of pupils both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy. |
| **4.** | Monitor individual pupil’s progress, achievements and development and report these to the teaching staff/line manager to inform decisions taken regarding the Individual Education Plan, Behaviour Plans and Personal Care Programmes for a pupil. |
| **5.** | Liaise with parents and carers in conjunction with the teaching staff to ensure effective communication concerning the pupils' wellbeing. |
| **6.** | Record pupil information as specified by the teaching staff/line manager to ensure the schools information systems are maintained. |
| **7.** | Attend to the personal and physical needs of pupils so that their wellbeing is maintained. |
| **8.** | Prepare and maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements. |
| **9.** | Display and present the pupils' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement. |
| **10.** | Attend staff and other meetings and participate in staff training development work and staff reviews as required |

**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
* Be proactive and prepare the classroom for lessons under guidance from the class teacher.

**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

**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 our school’s child protection policy
* Look after children who are upset or have had accidents

**Safeguarding:**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school.
* Concordia Multi Academy Trust is dedicated to safeguarding and promoting the welfare and safety of pupils. Successful applicants will be subject to rigorous vetting procedures, including:
  1. An enhanced DBS check
  2. Satisfactory references
  3. Online/Social Media Check

***Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks, and the post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.***

**Person Specification**

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| **Qualifications and Training** | * GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths * First-aid training, or willingness to complete it * Relevant Teaching Assistant Qualification |
| **Experience** | * Experience working in a school environment with additional needs * Experience working with children / young people * Experience delivering learning activities for needs in a 1:1 and small group setting. * Experience of leading teaching and learning activities including those with additional needs (under supervision) |
| **Skills and Knowledge** | * Good literacy and numeracy skills * Good organisational skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils * Excellent verbal communication skills * Active listening skills * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Good ICT skills, particularly using ICT to support learning * Understanding of roles and responsibilities within the classroom and whole school context |
| **Specialist Knowledge** | * Understand the underpinning principles of child development, Key Stage requirements across all subject areas, differentiated rates of pupil progress, classroom supervision and pupil welfare needs. * Understand needs of pupils with varying degrees of physical, mental, emotional, behaviour and/or learning difficulties. * Medical conditions e.g. sensory impairment, epilepsy, asthma, diabetes etc. * Classroom routines * IEPs for each child * Behaviour plans * Care Plans * Communication techniques e.g. Makaton, PECS, British Sign Language |
| **Personal Qualities** | * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupils’ wellbeing and equality * Resilient, positive, forward looking and enthusiastic about making a difference * Capacity to inspire, motivate and challenge children and young people |