



LADY JOANNA THORNHILL (ENDOWED) PRIMARY SCHOOL

JOB DESCRIPTION

Teaching Assistant – Full Time (Term Time + Development Days) Fixed Term Contract Until 31/8/2026

Purpose of the Job:

The primary focus of the role is to collaborate with the class teacher in the planning, delivery and evaluation of high-quality teaching and learning within the classroom, as well as targeted interventions for children on a 1:1 or small group basis. The role will involve supporting pupils with a range of SEND needs and may, at times, include working with children who require additional help to regulate and manage their emotions throughout the school day. Beyond this, you will undertake the wider responsibilities of a teaching assistant, including high-quality recreational play and supervision.

Key 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 those with SEND.
- Work with individual pupils or small groups to support learning, including pupils who may need additional help to regulate or remain engaged throughout the school day.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Provide calm, patient and consistent support to pupils who may need additional help to engage positively with learning.

Planning and Preparation

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress.
- Read and understand lesson plans shared prior to lessons and adapt support where appropriate.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Share constructive information about pupils to support informed decision-making on interventions and provision.
- Keep other professionals informed of performance, progress or concerns as required.
- Collaborate with colleagues and external professionals involved in supporting pupils with additional needs.
- Develop effective professional relationships with colleagues.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils and help safeguard pupils' well-being by following statutory guidance and school policies.
- Support children who are upset or have had accidents, helping them feel safe and reassured.

Professional development

- Reflect on personal practice, keeping knowledge and understanding up to date.
- Take opportunities to build skills, qualifications and experience needed for the role with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour.
- Demonstrate a positive attitude and a commitment to supporting pupils, including those who may need additional help to manage their day successfully.
- Respect individual differences and cultural diversity.

This job description does not form part of the contract of employment. The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.



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PERSON SPECIFICATION

Teaching Assistant

Qualifications – Essential

- A high standard of general education including GCSE level Maths and English at Grade C or above or equivalent qualifications.

Experience

Desirable

- Successful experience of working with primary-aged children within a learning environment.
- Experience supporting children who may need occasional additional help to manage their emotions, behaviour or engagement.
- Experience supporting or working with children with SEND, including those who may require help to regulate during the school day.

Skills and Abilities – Essential

- A good understanding of child development and the ability to apply behaviour management strategies appropriately.
- A calm, patient and supportive manner with strong interpersonal skills.
- The ability to remain steady and solution-focused when routines change or challenges arise.
- Ability to work confidentially, efficiently and with initiative.
- Ability to work effectively as part of a team and adapt to daily routines.
- Ability to motivate, encourage and support pupils and communicate effectively with staff and parents.
- Ability to maintain accurate records of support and use these for feedback and evaluation.

Knowledge

- Understanding of National Curriculum requirements and strategies to support pupils with additional needs.
- Awareness of how pupils with varied needs, including SEND, learn and how support can be adapted.
- Understanding of safeguarding, child protection and health and safety procedures.
- A Learning Support qualification at NVQ Level 2 or above (or equivalent) is desirable.