

JOB DESCRIPTION	
JOB TITLE	Teaching Assistant
GRADE	APLb
REPORTS TO	Headteacher or line manager
DATE	March 2026

JOB PURPOSE

To support teaching and learning across the school, helping to create a safe, inclusive and engaging environment in which all pupils can thrive. The post-holder will contribute to pupil progress, wellbeing and the smooth day-to-day running of the classroom.

MAIN DUTIES AND RESPONSIBILITIES

Teaching and learning

- Assist the class teacher in delivering high-quality learning activities.
- Support small groups of pupils to reinforce learning and improve progress.
- Prepare, organise and tidy classroom resources and learning materials.
- Help maintain a positive, inclusive and stimulating learning environment.
- Support pupils' social, emotional and behavioural needs.
- Assist with record-keeping and monitoring pupil progress. Monitor pupil's responses to learning activities and record achievement/progress as directed
- Supervise pupils during break times, transitions, and school activities.
- Provide administrative support to teaching staff when required.
- Work collaboratively with colleagues, parents and external agencies.
- Work with the school team to embody the unique ethos and culture of the school, ensuring an environment which empowers all staff and pupils to flourish
- Model respectful constructive relationships with staff and pupils
- Build effective partnerships with parents
- Support the school by attending off site trips as required
- Adhere to school policies and any school-specific procedures / rules that apply to this role.

Health and safety

- Follow school health and safety procedures, including risk assessments, safe use of equipment and emergency protocols.
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing

Professional development

- Participate in relevant training opportunities to develop skills and knowledge.
- Engage in regular performance management and appraisal processes.
- Demonstrate a commitment to continuous improvement and reflective practice.

'They will soar on wings like eagles.' Isaiah 40:31



collaborate | enrich | trust | innovate | aspire | nurture

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

Person specification: Teaching Assistant

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below. Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential

- A genuine interest in supporting children’s learning and wellbeing.
- Good communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Patience, reliability and a positive, proactive attitude.
- Understanding of safeguarding and commitment to pupil safety.
- Willingness to undertake training and ongoing professional development.

Desirable

- Experience working with children or young people.
- Level 2/3 Teaching Assistant qualification.
- Experience in a school or educational setting.
- Understanding of inclusive practice and supporting diverse learning needs.

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: