



JOB DESCRIPTION

Post Title: Teaching Assistant	
Post Grade: Grade 6, SCP 6	Post Hours: Part Time, 2 afternoons per week (4 hours and 10 mins), term time only
Accountable to: Executive Headteacher	
Immediately responsible to: Head of School and Inclusion Lead	

Duties/Responsibilities:

- Support small groups of children in class.
- Take groups of children for intervention or extension work.
- To help the teacher keep accurate records of the progress of individual children, using agreed school systems and processes.
- Have due regard to the school's aims and objectives, schemes of work and policies laid down by the Governing Body.
- Participate and share in the responsibility for the wellbeing and behaviour of all the pupils in the school.
- Support school policy in terms of establishing good relationships with pupils, staff and parents.
- Follow our safeguarding policies and procedures.

LIAISON

- Liaise with the class teacher and other staff to ensure consistency of planning and delivery
- To check and engage with all school communication channels

PASTORAL

- Have a role in ensuring the safety and welfare of the class during teaching times.
- Inform the class teacher and Inclusion Lead of any children causing particular concern.
- Support and use the school's behaviour systems.
- Promote equal opportunities within the classroom and whole school.
- Be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

PROFESSIONAL DEVELOPMENT

- Willing to participate in a range of relevant professional development activities.

HEALTH AND SAFETY

All members of staff have a **duty** under the Health & Safety at Work Act 1974 to take reasonable care for the Health and Safety at Work of himself/herself and of others who may be affected by his or her acts or omissions.

Job Description prepared by: Amy Longstaff Executive Headteacher	Sign: A Longstaff	Date: September 2026
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NB: St Mary's CE (VA) Primary School is committed to the safeguarding and wellbeing of all of its pupils and staff. As such, all references will be sought and all appropriate safeguarding checks will be completed.



PERSON SPECIFICATION

Requirements	Method of assessment	Essential or desirable
	A = Application I = Interview R = References	E = Essential D = Desirable
Skills and Knowledge		
Understanding of the principles of child development, learning styles, group work and intervention strategies.	A I	E
Effective behaviour management strategies.	A I	E
Understanding of how to create an effective and nurturing learning environment.	A I	E
Ability to build effective working relationships with all pupils and colleagues and work in a team.	A I R	E
Ability to promote a positive ethos and role model positive attributes.	A I R	E
Experience of working with children with SEND	AIR	E
Knowledge and experience of delivering small group interventions	AI	E
Experience, qualifications and training		
NVQ 2 in Teaching Assistance / equivalent qualification, or experience of working with/caring for children within the primary age range.	A	E
Willingness to commit to training opportunities	A, I	E
Experience of implementing safeguarding policies and procedures	A I	D
Professional Values & Practices		
Have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and ensuring that they are protected from harm.	A I R	E
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	A I	E
Willingness to support and model our Christian values.	A I	E
Willingness to involve yourself in wider school life.	A I	D