Job Details

Job Title	**Teaching Assistant – Level 2**
Salary	Grade 4 point 7 – 11. Approximately Actual Salary £19,448.65 - £20,729.35
Contract Type	Fixed Term Contract. Until 31 August 2027
Responsible to	Headteacher
Location	Greswell Primary School
Working Pattern	Term Time Only plus INSET (39 Weeks). 30 hours per week
How To Apply	Please apply by sending your application to hr@ambitioncommunity.uk

Review and Amendment

This job description is intended to provide a clear outline of the main duties and responsibilities of the post; however, it is not exhaustive. The duties and responsibilities may be amended from time to time, in consultation with the postholder, to reflect the changing needs, priorities and requirements of the Trust.

The job description will be formally reviewed annually as part of the Trust's appraisal and performance management process. The Headteacher, in consultation with the HR, may make reasonable amendments to the duties and responsibilities of the post where required to meet operational or organisational needs, provided that such changes remain appropriate to the grade, level and overall purpose of the role.

Any significant or material change to the nature or level of the post will be considered through the Trust's appropriate job evaluation and review processes.

Job Purpose

To work under the direction of the class teacher and SENDCo to support pupils' learning, personal development and wellbeing, helping to create a positive, inclusive and nurturing learning environment. The postholder will provide classroom support, deliver targeted literacy and numeracy interventions, promote pupil engagement and independence, and contribute to raising achievement for all pupils, including those who require additional support to access the curriculum.

Key Responsibilities

Area	Key Responsibilities
Main Duties And Responsibilities Support For Pupils	Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
	Supervise and support pupils ensuring their safety and access to learning
	Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
	Promote the inclusion and acceptance of all pupils
	Encourage pupils to interact with others and engage in activities led by the teacher
	Encourage pupils to act independently as appropriate
Support For The Teacher	Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work
	Be aware of pupil problems/progress/achievements and report to the teacher as agreed
	Undertake pupil record keeping as requested
	Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
	Gather/report information from/to parents/carers as directed

	Provide clerical/admin. support e.g. photocopying, typing, filing, collecting money etc
Support For The Curriculum	Support pupils to understand instructions
	Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, as directed by the teacher
	Support pupils in using basic ICT as directed
	Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
Support For The School	Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
	Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
	Contribute to the overall ethos/work/aims of the school
	Appreciate and support the role of other professionals
	Attend relevant meetings as required
	Participate in training and other learning activities and performance development as required
	Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
	Accompany teaching staff and pupils on visits, trips and out of school activities as required

Person Specification

Qualifications

Criteria	Essential	Desirable
Good numeracy/literacy skills	✓	
Completion of DfES Teacher Assistant Induction Programme Level 2	✓	
Participate in development and training opportunities	✓	
Training in the relevant learning strategies e.g. literacy and phonics		✓
GSCE in Math and English with a minimum of a grade C or 4	✓	

Experience

Criteria	Essential	Desirable
Working with or caring for children within Foundation Stage and Key Stage Two	✓	

Knowledge and Skills

Criteria	Essential	Desirable
Use basic technology – e.g. computer, video, photocopier	✓	
Use of basic ICT and other appropriate equipment	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Appropriate knowledge of first aid or wiliness to train	✓	

Personal Qualities

Criteria	Essential
A genuine commitment to supporting children to achieve their full potential.	✓
Positive, caring and nurturing approach when working with children.	✓
Ability to build effective and supportive relationships with pupils, staff and parents/carers.	✓
Patient, calm and resilient, particularly when supporting pupils who may require additional encouragement or support	✓
Enthusiastic and motivated with a willingness to contribute to school life.	✓
Ability to work effectively as part of a team while also using initiative when appropriate	✓
Flexible and adaptable, able to respond positively to changing situations and pupil needs.	✓
Good organisational and time management skills.	✓
Reliable, punctual and professional in approach.	✓
Commitment to promoting inclusion, equality and diversity.	✓
Ability to maintain confidentiality and professionalism at all times.	✓
Excellent communication and interpersonal skills.	✓
Commitment to safeguarding and promoting the welfare of children and young people.	✓
Positive role model for pupils through behaviour, attitude and conduct.	✓

General Duties

All Trust employees are expected to:

- Work in accordance with Trust policies, procedures and financial regulations.
- Maintain confidentiality and comply with data protection requirements.

- Contribute to the safeguarding and welfare of children and young people.
- Comply with health and safety requirements.
- Participate in relevant training and professional development.
- Contribute positively to the work of the Trust and its schools.
- Undertake other reasonable duties appropriate to the grade and nature of the post.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are required to comply with the Trust's safeguarding and child protection policies and procedures and to undertake safeguarding training appropriate to their role.

The successful candidate will be required to demonstrate an understanding of their safeguarding responsibilities and to act promptly and appropriately where there are concerns about the welfare or safety of a child or young person. This includes maintaining professional boundaries, confidentiality and appropriate conduct at all times.

The Trust operates safer recruitment procedures, and the appointment will be subject to the appropriate pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check where applicable. The Trust reserves the right to undertake any further checks required in accordance with current safeguarding legislation and guidance.