

Job description: Teaching Assistant (TA)

William Tyndale Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Salary: Scale point 5 - 15, depending on experience and qualifications

Contract type: Permanent, TTO 5 days / week, 8.30am - 3.30pm (30 min unpaid lunch break)

Main purpose

The Teaching Assistant will:

- promote the safeguarding of all children in the school, in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and the school's safeguarding, child protection and health and safety policies
- work flexibly with class teachers, other members of support staff and the Senior Leadership Team to raise the learning and attainment of all children, including those with special educational needs and disabilities (SEND)
- promote pupils' independence, self-esteem and social inclusion by giving support to children, individually or in groups, so they can access the curriculum, take part in learning, and thrive and achieve in school

Duties and responsibilities

The Teaching Assistant will:

- demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher, including reading and understanding lesson plans shared prior to lessons
- increase achievement and work with all children, including those with special educational needs and disabilities (SEND)
- contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress
- play an active role in managing the behaviour and emotions of all children, including children with social, emotional, mental health (SEMH) needs, supporting all children to develop resilience, independence and emotional regulation through effective behaviour management strategies consistently in line with the school's policy and procedures
- promote, support and facilitate inclusion by encouraging participation of all children in learning and extracurricular activities
- support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- organise and manage teaching space and resources to help maintain a purposeful, calm and safe learning environment
- cover the class teaching as and when appropriate
- undertake any other relevant duties given by the class teacher or Senior Leadership Team
- communicate effectively with all children, including those with SEND, with staff, parents and carers and any external professionals
- follow advice given by external agencies e.g. Bridge Outreach, New River College Outreach, Occupational Therapy.

Professional development

- keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, engaging in all professional development opportunities and identifying relevant professional development to improve personal effectiveness
- be a reflective practitioner, evaluating and improving their own practice.
- take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- take part in the school's appraisal procedures

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Head Teacher or other member of the Senior Leadership Team.

Person Specification

CRITERIA	QUALITIES (ESSENTIAL)	QUALITIES (DESIRABLE)
Qualifications and training	<ul style="list-style-type: none"> ● GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths ● Paediatric first-aid qualification, or willingness to complete the training 	<ul style="list-style-type: none"> ● Experience in planning and delivering learning activities ● A Level, or equivalent qualification ● NVQ level 2 or higher (or equivalent) in a qualification appropriate to the post
Experience	<ul style="list-style-type: none"> ● Experience working in a school environment or other educational setting ● Experience working with primary aged children 	<ul style="list-style-type: none"> ● Experience of working with children with additional needs (SEND)
Skills and knowledge	<ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Good emotional resilience ● Good problem-solving skills ● 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 in English ● 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 	<ul style="list-style-type: none"> ● Understanding of effective teaching methods ● Knowledge of how to successfully lead learning activities for a group or class of children ● Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support ● Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice

Personal qualities	<ul style="list-style-type: none"> ● Enjoyment of working with children ● Sensitivity, understanding and the ability to build and maintain good relationships with children ● A commitment to getting the best outcomes for all children, including those with SEND ● Promoting the ethos and values of the school ● Responding positively and proactively to feedback ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding children’s wellbeing and equality ● Resilient, positive, forward looking and enthusiastic about making a difference ● Capacity to inspire, motivate and challenge children and young people 	
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William Tyndale Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all its pupils. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, an Enhanced Disclosure and Barring Service (DBS) check and completion of a criminal records self-declaration form. Please note that this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

April 2026