

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching Assistant	Post No	
School	Shirley Heath Junior School		
Salary Band/Range	Band B		
Responsible to	Headteacher		
Location			
DBS Check	Enhanced DBS required		
Special Conditions			

1. Job Purpose

To support the class teacher in providing and promoting an environment suitable for the development of children.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none"> To assist the teacher with learning activities generally in the classroom. To carry out appropriate activities as planned within the classroom or with groups of pupil including administration of baseline tests. To display and present children's work. To hear children read. To support children to be independent by helping them with tasks. Responsibility for visual aids. To prepare and organise teaching resources including the checking and maintaining of classroom equipment and materials including control of stock within the classroom. To prepare resources for lessons and activities. To assist the teacher in liaising with parents and professionals such as speech therapists. To assist children with personal hygiene routines. To deal with minor accidents and administer first aid.
2.2	People
	The job involves no direct responsibility for the supervision, co-ordination or training of other staff in the school.
2.3	Safeguarding

		The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
	2.4	Financial
		The job involves little direct responsibility for financial resources, e.g. dinner or trip monies.
	2.5	Buildings & Equipment
		To ensure safe and proper use of equipment.
	2.6	Health & Safety
		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions		
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Matthew Taylor
Date:	January 2025

Person Specification



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	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	NVQ Teaching Level <u>2 or equivalent</u> Good literacy and numeracy (e.g. GCSE in English and Maths, or equivalent)	Basic First Aid Training Training in the relevant learning strategies Evidence of related training or interests	Qualification certificates and application form

Experience & Knowledge	Working with or caring for children in a classroom or educational setting	Experience of working with children who have complex needs	Interview and application form
	Experience of assisting children to use resources for learning	Understanding of relevant policies/ codes of practice and awareness of relevant legislation	Interview
	General understanding of national/foundation stage curriculum and other basic learning		Interview
	Basic understanding of child development and learning		Interview
	Basic knowledge of first aid		Interview

Skills & Abilities	Effective use of ICT to support learning	Ability to use other equipment technology, eg. Video, photocopier, programmes/ strategies	Interview and application form
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	Ability to relate well with children and adults	Ability to self-evaluate learning needs and actively seek learning opportunities	Interview
	Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles		Interview

Other Requirements	Commitment to promoting equality and diversity across the service		Interview
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Core Behaviours	Personal Effectiveness – Makes things happen; operates with resilience, flexibility and integrity.	Interview
	Communication – Shares and listens to information, opinions and ideas, using a range of effective approaches.	Interview
	Self Awareness – Learns continuously and effectively adapts behaviour in response to feedback.	Interview
	Service Delivery – Understands customer needs and responds appropriately and demonstrates continuous improvement	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview

Compiled/Reviewed by	M.Taylor
Date	11/1/25