

<b>JOB DESCRIPTION</b>	
<b>NAME:</b>	Teaching Assistant 2a
<b>JOB TITLE:</b>	Teaching Assistant 2a
<b>GRADE:</b>	Grade 4 SCP 4-6
<b>LOCATION:</b>	St John's C of E Primary School, Cliviger
<b>RESPONSIBLE TO:</b>	Headteacher/SLT/Class teacher
<b>STARTING DATE:</b>	13 <sup>th</sup> April 2026
<b>HOURS</b>	<p>For 13<sup>th</sup> April 2026</p> <p>Hours will be 9:00am to 12noon and 1pm to 3:30pm for 5 days a week with an hour for lunch.</p> <p>Variable hours contract, actual hours 27.5 hours per week</p>
<b>JOB PURPOSE: The main objectives to be achieved by the Postholder</b>	
Under the teacher's clear guidance, to support the education, personal and social development of pupils in the class including those with special needs and to establish positive relationship with pupils.	
<b>MAIN ACTIVITIES</b>	<p><b>What the Postholder will actually do</b></p> <p><b>What prescribed duties the postholder will have</b></p>
<p><b>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</b></p> <p><b>Support for Pupils</b></p> <ul style="list-style-type: none"> <li>– To act as a role model in play to support the learning of new skills</li> <li>– Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of pupils to complete tasks.</li> <li>– To support access to the curriculum throughout the day with both 1:1 and small group activities</li> <li>– To facilitate effective communication and interaction throughout the day.</li> <li>– To undertake activities to assist in monitoring the personal social and emotional needs of pupils.</li> </ul> <p>To ensure school resources are available to support learning and act as a scribe where appropriate.</p> <p>To be sensitive and responsive to the individual pupils needs.</p> <ul style="list-style-type: none"> <li>– To develop positive relationships with pupils to assist pupil progress and attainment.</li> <li>– To assist in the devising of pupil's individual targets and their monitoring and review.</li> </ul>	

- To assist in the development of varying skills that support pupils' learning.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

### **Support for the Teacher**

- To support the class teacher in implementing an individualised and differentiated curriculum.
- To assist in the monitoring/recording of pupil progress, problems and developmental needs.
- To assist in the production of teaching aids.
- To undertake routine classroom administrative tasks including class lists.
- To assist in pupil supervision and assist in the management of pupil behaviour.
- To provide information to the class teacher to assist in the planning of work programmes.
- To liaise with the school's nominated person in respect of pupil absence.
- To assist with the arrangements for administering pupil work experience.
- To provide clerical and administrative support including the collection and recording of money.
- Administer routine tests, assist in the invigilation of exams and undertake routine marking of pupil's work

### **Support for the School**

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents and outside agencies.
- To work within school policies and procedures.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues related to home/pupil/teacher/schoolwork.

### **Support for the Curriculum**

- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

<b>Note:</b>	<b>In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.</b>
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<b>Agreed by:</b>	Naomi Healey – Head Teacher
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### **Equal Opportunities**

We are committed to achieving equal opportunities in the way that we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

Our school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Interested candidates should submit the application form to Mrs Healey by Monday 2<sup>nd</sup> March 2026 at 12 noon.

Please note:

References can be from within school and can be teaching staff with whom you have worked.