



LONGWORTH UNDENOMINATIONAL PRIMARY SCHOOL

Teaching Assistant Job Description

Date: September 2026

Contract/Hours: 32.5 hours per week, Monday – Friday

Salary Type: Support Staff

Salary Details: Grade 4 - £24,404 - £24,790 pro rata (£12.65 - £12.85 per hour) - Term Time only

Hours of Work: 8.30 -15.30 – five days per week

Location of Role: Longworth Primary School

Purpose

To work under the instruction/guidance of teaching staff across the whole school age range (2 to 11 years) to enable access to learning for pupils and to assist the teacher in the management of children and the school environment.

Support for pupils

- Supervise and provide support for pupils, including those with Special Educational Needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans.
- Promote the inclusion and acceptance of all pupils within the classroom
- Establish productive working relationships with pupils
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact with others and engage in activities led by teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- When in the preschool setting, engage in quality interactions with children to help with their stage of development. Work with the staff to identify and contribute to their 'next steps.'
- When working in the pre-school setting, have responsibility for an appropriate number of key children.
- Lead small group and one to one interventions, with support from the Class Teacher and/or SENCO.

Support for teachers

- Create and maintain a purposeful, orderly and supportive learning environment in accordance with lesson plans and assist with the display of children's work and resources
- Provide objective, detailed and accurate feedback to teachers on pupil achievement and progress
- Promote good behaviour, using the restorative approach used by the school.
- Establish constructive relationships with parents and carers
- Administer and assess routine tests and undertake marking of pupils' work
- Provide general clerical/admin support
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed

Support for the Curriculum

- Undertake structured and agreed learning activities
- Prepare, maintain and use resources necessary to meet the lesson plans or relevant learning activities and assist pupils in their use

- Support the use of ICT in learning activities, where appropriate, and develop pupils' competence and independence in its use.

Support for the school

- Be aware of and comply with policies and procedures in school
- 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
- Assist with the supervision of pupils out of lesson times
- Accompany teaching staff and pupils on visits, trips, out of school activities and take responsibility for a group under supervision of teacher
- Participate in training and other learning activities and performance development as required
- Attend and participate in meetings as required
- Support class teacher in planning and organising school visits, including residential trips.
- Providing lunchtime supervision and some break duties.
- Other duties may be requested that are consistent with the skills and scope of the TA role.

Health and Safety

Teaching Assistants and Lunch-time Supervisors

- Cooperate with health and safety requirements.
- Report all defects on the maintenance forms and return them to the office.
- Complete and action risk assessments for all potentially hazardous on/off site activities.
- Use, but not misuse things provided for their health, safety and welfare.
- Do not undertake unsafe acts.
- Inform Headteacher of any "Near-Misses".
- Are familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
- Raise health, and safety and environmental issues with pupils.



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Teaching Assistant Person Specification

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Essential	Desirable
• To hold GCSE Maths and English Grade C or equivalent. • Good communication skills, the ability to adapt your communication style according to your audience e.g. adults or children. • Ability to be adaptable, flexible and cope with a fast paced environment. • A positive relationship based approach to behaviour management. • A basic knowledge of safeguarding responsibilities. • Ability to work as part of a team. • Ability to use own initiative, when appropriate. • Enthusiastic about professional development opportunities. • To be sensitive and pro-active when dealing with each child's educational, physical and social needs (within school guidelines), including personal care. • Be aware of the importance of confidentiality within the school and community. • Be willing to undertake further training as necessary to perform the duties of a TA. • Be able to build and maintain strong relationships with parents, carers and community members.	• Knowledge or experience of using the restorative approach to manage behaviour. • Experience of working with pre-school and primary aged children. • Knowledge of the Early Years Foundation Stage Curriculum and/or the Primary National Curriculum • Experience of practical assessments and skilled observations to assess children's learning progress. • Evidence of continuing professional development and willingness to develop. • Experience of working with children with Special Educational Needs. • First Aid qualification.