



**Sherford Vale**  
**JOB DESCRIPTION**

**Job Title:** Teaching Assistant  
**Location:** Sherford Vale School  
**Grade:** Grade C  
**Hours:** 17.5 hrs per week, 38 weeks per year  
(5 x mornings 8.30-12.00)  
**Reports to:** Headteacher

**Main purposes of the job**

**Job Purpose:**

To work under the direct instruction of teaching/senior staff. To support individual children with learning needs as well as supporting other children and completing other general classroom duties.

**Main Duties & Responsibilities:**

- Support the learning and progress of children
- Attending to the welfare and personal care of pupils including those with special educational needs
- Working with small groups or one to one
- Undertaking general clerical/organisational support for the teacher

**Support the teacher by:**

- Preparing the classroom as directed for lessons and clearing afterwards
- Assisting with the display of pupils' work
- Being aware of pupil problems/progress/achievements and reporting these to the teacher as agreed
- Undertaking pupil record keeping as requested.
- Being aware of/working within planned learning activities
- Occasional contribution to planning e.g. for individual pupils, general English/Mathematics
- Adapting learning to meet the needs of individuals
- Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate
- Gathering/reporting information from/to parents/carers as directed.
- Providing clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

**Supporting pupils by:**

- Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning

- Attending to the pupils' personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid. Intimate care and welfare matters
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promoting the inclusion and acceptance of all pupils
- Encouraging pupils to interact with others and to engage in activities led by the teacher
- Encouraging pupils to act independently as appropriate

**Support the curriculum by:**

- Supporting pupils to understand instructions
- Supporting pupils in respect of learning
- Supporting pupils using IT as directed
- Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.
- Providing stimulating and exciting activities for children to engage with.

**Support the school by:**

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required and events as part of the wider life of the school
- Participating in training and other learning activities and performance development as required
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as required
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required.
- Ensure safeguarding protocol is followed at all times and any incidents reported on CPOMS.

**We are looking for:**

- Someone who is patient and committed to raising standards.
- A good communicator and listener.
- Someone who has a caring nature and is empathetic and patient.
- A good team player with good self-awareness and who can act on their own initiative.
- A positive attitude with great enthusiasm.
- To be hardworking and flexible.

**Person specification:**

<b>Category</b>	<b>Requirements</b>	<b>Essential/ Desirable</b>	<b>Method of Assessment<sup>1</sup></b>
Education/Training	Good English/Mathematical skills L2 equivalent or above	Essential Desirable	A A
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
Experience	Working with or caring for children of relevant age, working in a school setting	Essential	A, I
	Evidence of working with SEND needs and or relevant qualifications	Desirable	A, I
Skills/Abilities	Ability to use technology to a basic level – e.g. computer, video, photocopier etc.	Essential	A, I
	Ability to relate well to children and adults	Essential	A, I
	Ability to work constructively as part of a team, to understand classroom roles and responsibilities and to understand own position within these	Essential	A, I
	Paediatric first aid	Desirable	A

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<sup>1</sup> Key for Method of Assessment:  
A – Application I – Interview