

JOB DESCRIPTION

School	Walpole Cross Keys Primary School, part of West Norfolk Academies Trust
Job Title	Teaching Assistant
Salary	Scale C, Points 4, £11.98/hour . Approx £ 14,978 (£23,114/year FTE based on a 37 hour week. Please note salary will be pro rata) Pay award pending
Hours/weeks	28 hrs /week, 39 weeks/year (term time +1) Temporary contract 31/8/25
Responsible to	The Executive Head Teacher Members of the senior leadership team (SLT) Classroom Teacher The governing body
Working With	The Executive Headteacher Members of the senior leadership team (SLT) Pupils Classroom Teacher

Purpose of the Job

Under the direction/instruction of teaching/senior staff, work with and provide intensive support for individuals or groups. To supervise physical and general care of pupils, including those with SEN. Support access to learning for pupils and provide support to the teacher in the management of pupils and the classroom.

Organisational Relationships

- Responsible to the Head Teacher but works to and with a teacher on a day-to-day basis.
- Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.
- To be aware of the need for confidentiality and to maintain professional standards in this area.

Responsibilities

Support for Pupils

- To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs, and wherever possible, making these part of the learning experience.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils' work.
- Be aware of pupil problems, progress and achievements, report to the teacher as agreed and undertake pupil record-keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical and administrative support by photocopying, typing, filing and collecting money.

Support for the Curriculum

- Support pupils to understand instructions and in undertaking literacy and numeracy tasks as directed by the teacher.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use, including the use of basic ICT as directed.

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of the need for confidentiality and to maintain professional standards in this area.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with supervision of pupils out of lesson time, including before and after school. Accompany teaching staff and pupils in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships.
- Communicate effectively with parents/carers with regard to pupils' achievements and well-being using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Make a positive contribution to the wider life and ethos of the school.

Other

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- To have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people and the post holder will share this responsibility, therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Int
Level 2 Maths	✓		
Level 2 ICT		✓	
Additional qualifications relevant to the role i.e. childhood development, special education, health and social care, NVQs (Level 2 or above).		✓	

Experience	Essential	Desirable	How assessed
Working with, or caring for, children of a similar age	✓		Appl/Int
An understanding of how children learn and how they can be best supported.	✓		
Working closely with others as part of a team	✓		
Experience of managing behaviour effectively.		✓	
Knowledge of personal welfare and safeguarding of children.		✓	

Skills, Knowledge and Attributes	Essential	Desirable	How assessed
Ability to work effectively under pressure	✓		Appl/Int/Ref
Ability to work with teacher to plan lessons	✓		
Commitment to continued personal development	✓		
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
Effective communicator	✓		
Ability to adapt resources to meet individual student needs		✓	
Assimilate information quickly and prepare succinct summaries		✓	
Committed to safeguarding and promoting the welfare of children and young people	✓		

Personal qualities	Essential	Desirable	How assessed
Excellent interpersonal skills	✓		Appl/Int/Ref
Positive attitude to work	✓		
Supporting positive mental health within the school	✓		
Professional at all times	✓		
Passionate, caring and student-focused	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		

Accessible and approachable	✓		
-----------------------------	---	--	--

Appl = Application form

Int = Interview

Ref = Reference