



Teaching Assistant/Learning Support Assistant

Job Role: Teaching Assistant

Location: St Cleopas Church of England Primary Academy

Salary: Grade 2 SCP 3-5

Contract: Fixed Term (30 hours per week Term Time + 5 INSET Days – Temporary contract until 20/07/2026)

Reports to: Head of School

We are seeking a dedicated and compassionate Teaching Assistant to support a St Cleopas Primary Academy pupil on a limited two-year basis. This rewarding role focuses on providing personalized learning and emotional support, ensuring the pupil receives the tailored attention they need to thrive academically and socially. The successful candidate will work closely with the class teacher and other school staff to create a positive, inclusive environment, helping the pupil to build confidence, develop key skills, and achieve their full potential. This is an excellent opportunity for someone passionate about making a meaningful impact in a child's education.

Key Responsibilities

Support for the pupil

- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher



- To provide one to one support in either a care/special needs capacity for individual pupils, as directed by the teacher

Support for the teacher

- Provide clerical/administration support (e.g. photocopying, typing, filing, data input, collecting money etc.)
- Assist with the display of children's work
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Administer routine primary tests and invigilate exams
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required

Support for the curriculum

- Undertake structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles, including small group work
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use



- Prepare, maintain levels and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Have an awareness of and support the role of other colleagues
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

Extended service activities (Breakfast / After School / Club Care)

- Close liaison with parents, school and other childcare and play related agencies
- Provide a variety of appropriate play opportunities for children some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviour and adapt the activity to meet the needs of groups or individuals. Assist with preparing for activities
- Assist with the evaluation events and activities and contribute to the development of the service including making recommendations for change and development of the activities
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users



- Maintain play environments to the appropriate health and safety standards and ensure its suitability for the users. Contribute to the corporate responsibility for continuously checking that premises, fences, gates, etc are safe, and in good repair, reporting defects promptly
- To participate in the planning of activities and trips
- Ensure the overall quality of the play/care environment is maintained and always appears welcoming to the users
- Ensure the delivery of creative play opportunities in a safe and caring environment
- Provide safe, creative appropriate play opportunities, prepare activities, organise the programme and so on
- Encourage parental involvement and support of the club
- Liaison with parents, schools and other childcare and play related agencies
- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation and discussion
- To comply with the Data Protection Policy / legal requirements and School policies and procedures and Code of Practice within the service area of the post
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment



Person Specification

Knowledge	Essential	Desirable	Source
Demonstrate an understanding of the national curriculum and other basic learning programmes / techniques (within specified age range e.g. Numeracy and Literacy strategies)	E		A//R
An awareness and an understanding of issues of inclusion, especially within a school setting	E		
Training in Special Educational Needs strategies		D	
Skills and abilities	Essential	Desirable	Source
Ability to work effectively within a team environment, understanding classroom roles and responsibilities	E		A//R
Ability to build effective working relationships with all pupils and colleagues	E		
Ability to promote a positive ethos and promote a positive attitude as a role model	E		
Ability to work with children at all levels regardless of specific individual need e.g. individual learning styles	E		
Ability to promote the positive values, attitudes and behaviour that are expected from the pupils with whom they work in accordance with the schools aims	E		
Able to liaise sensitively and effectively with parents and carers recognising the role in pupils' learning	E		
Excellent numeracy and literacy skills as required	E		
Ability to undertake structured and agreed learning activities	E		
Ability to undertake clerical/administrative duties and provide support as required	E		
The ability to prepare and organise a range of resources to support learning programmes		D	
Effective use of ICT to support learning		D	
Training in the literacy/numeracy strategy		D	
Training in Special Educational Needs strategies		D	
Qualifications	Essential	Desirable	Source
NVQ II or equivalent in Teaching Assistance		D	A/I
Experience	Essential	Desirable	Source
Relevant experience of working with and/or caring for children within a specified age range/subject area	E		A/I
Above within an educational setting		D	