



Job Description

Post Title: Teaching Assistant – Supporting and Delivering Learning

Level: Level 3 (Grade C+)

Responsible To: Class Teacher / Senior Leadership Team

Location: Zetland Primary School

Contract: Temporary until 31 August 2026 (with possibility of extension)

Main Purpose of the Role

To work under the guidance of teaching and senior staff, and within an agreed system of supervision, to implement agreed learning programmes with individuals and groups of pupils both inside and outside the classroom.

The role may include supporting pupils requiring specialist knowledge or additional support, assisting teachers in the planning cycle, preparing learning resources, and occasionally supervising whole classes during short-term teacher absence. The primary focus in these circumstances will be maintaining good order and ensuring pupils remain engaged with set work.

Key Responsibilities

Support for Pupils

- Use specialist curricular and learning skills, training and experience to support pupils' learning.
 - Assist with the development and implementation of Individual Education Plans (IEPs).
 - Establish productive working relationships with pupils, acting as a positive role model and setting high expectations.
 - Promote the inclusion and acceptance of all pupils within the classroom.
 - Support pupils consistently while recognising and responding to their individual needs.
 - Encourage pupils to interact and work cooperatively with others and fully engage in learning activities.
 - Promote independence and employ strategies to recognise and reward achievement and self-reliance.
 - Provide feedback to pupils in relation to their progress and achievement.
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Support for the Teacher

- Work with the teacher to establish and maintain an appropriate learning environment.
- Assist with lesson planning and contribute to the evaluation and adjustment of lesson plans and learning activities.



- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
 - Provide accurate and objective feedback to the teacher on pupil progress, behaviour and attainment.
 - Maintain and update records as agreed with the teacher and contribute to reviews of systems when requested.
 - Undertake marking of pupils' work and record achievement and progress accurately.
 - Promote positive values, attitudes and good behaviour, responding promptly to incidents in line with school policies.
 - Liaise sensitively with parents and carers as agreed with the teacher and participate in feedback sessions or meetings when required.
 - Administer and assess routine tests and invigilate examinations or assessments.
 - Provide general administrative and clerical support such as preparing worksheets and assisting with coursework administration.
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Support for the Curriculum

- Deliver agreed learning activities and teaching programmes, adapting activities in response to pupil needs.
 - Support the implementation of national and local learning strategies, including literacy, numeracy, Early Years and Key Stage learning initiatives.
 - Support the use of ICT within learning activities and help pupils develop confidence and independence in its use.
 - Assist pupils in accessing learning through targeted or specialist support where required.
 - Prepare and maintain learning equipment, teaching resources and classroom materials.
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Support for the School

- Comply with policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection.
- Promote equality, diversity and inclusion, ensuring all pupils have equal access to learning opportunities.
- Contribute to the overall ethos, aims and values of the school.
- Work collaboratively with colleagues and external professionals or agencies when supporting pupils.
- Attend and participate in staff meetings and professional development activities.
- Participate in relevant training and continuing professional development.



- Share expertise and support the development of colleagues where appropriate.
 - Supervise pupils during out-of-school learning activities when required.
 - Supervise pupils on school visits, trips and extracurricular activities.
 - Demonstrate a duty of care and always comply with health and safety requirements.
 - Promote equal opportunities and challenge discriminatory behaviour or practices.
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Person Specification

Experience

- Experience of working with children of a relevant age group.
 - Experience supporting teaching and learning in a classroom environment is desirable.
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Qualifications

- NVQ Level 3 for Teaching Assistants or equivalent qualification, or relevant experience.
 - Very good numeracy and literacy skills.
 - Training in relevant learning strategies such as literacy or numeracy.
 - Additional training in a specialist area (e.g. bilingual support, sign language, dyslexia, ICT, maths, English, CACHE) is desirable.
 - Appropriate First Aid training or willingness to undertake training.
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Knowledge and Skills

- Ability to use ICT effectively to support learning.
- Competence in using classroom technology and equipment such as photocopiers, video equipment and digital learning tools.
- Good working knowledge of relevant policies, codes of practice and education legislation.
- Understanding of the Early Years / National Curriculum and related learning strategies.
- Knowledge of child development and learning processes.
- Ability to identify personal learning needs and engage in professional development.
- Strong interpersonal skills and the ability to build positive relationships with children and adults.
- Ability to work effectively as part of a team, understanding classroom roles and responsibilities.