Job Description: Teaching Assistant - Job Share

Reports to: Assistant Head

Location: Hastings

Salary: £23,723 - £24,790 pro rata (actual salary £8,077 - £8,440)

Start date: July 2025 **Contract:** Permanent

Hours: 14.25 hours per week

The Role

• To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress

Key responsibilities

- To support individuals and groups of pupils to help them learn
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
- To provide cover for whole classes under a system of supervision for up to 30% of employed time throughout the school year.
- To cover lunchtime duties for an hour and a quarter each day.
- To be a champion for reading, supporting children to make progress.

Outcomes and activities

Learning Support

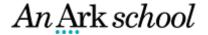
- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- Work with the SENCo and other teachers to implement Education Health Care Plans and develop resources for pupils who have: English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching
- Assist with behaviour management within and outside the classroom.
- Provide off-site community based opportunities for pupils, if appropriate to the job assignment.
- Assist pupils' achievement outside of the classroom, e.g., computer lab, library.

Other support

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality
- Attend regular meetings and training, as required

Other

• Undertake other various responsibilities as directed by the Head of School and Phase Leader.



Person Specification: Teaching Assistant - Job Share

Qualification Criteria

- Certified teaching assistant course or training (desirable)
- Maths and English GCSE or equivalent at grade C or above (essential)
- Right to work in UK.

Experience

- Experience of establishing successful learning relationships with a variety of pupils at the relevant age
- Experience of the role of a TA/LSA and in particular classroom organisation and management
- Experience of supporting the planning and delivery of the curriculum.

Behaviours

Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other Teaching Assistants, Learning Support Assistants and teachers
- Able to follow instructions accurately but make good judgments and lead when required.

Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for pupils after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understand the importance of confidentiality and discretion.

Other desirable training and skills

- First Aid training
- Training and practice in Ruth Miskin's 'Read, Write Inc.'

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined here, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

