

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.