



**Ark Acton  
Academy**

**Teaching Assistant**

**Recruitment Pack**

# Teaching Assistant – Job description

**Job Title:** Teaching Assistant

**Reports to:** Assistant Principal

**Responsible for:** Supporting teaching, learning and pupil wellbeing across the academy.

**Start date:** September 2026

**Term:** Permanent, Term Time Only

**Salary:** Ark Support Staff Scale – Grade 5 FTE £31,083 - £34,857

## Job purpose

As a Teaching Assistant, you will play a vital role in supporting pupils, teachers and families to create a positive, inclusive and purposeful learning environment.

You will work alongside teaching staff to support pupils in making strong academic progress, developing confidence and achieving their full potential. You will contribute to a culture of high expectations, excellent behaviour and strong relationships, ensuring every pupil can access learning and succeed.

## Key Responsibilities

### Learning Support

- Support individuals and small groups of pupils to make strong academic progress.
- Deliver planned interventions and support programmes under the direction of teaching staff.
- Assist pupils in accessing learning activities and the wider curriculum.
- Encourage independence, resilience and confidence in learning.
- Adapt resources and activities to support pupils with varying learning needs.
- Promote inclusion and ensure all pupils are actively engaged in learning.

### Classroom Support

- Support teachers in preparing and delivering lessons.
- Assist in creating learning resources and classroom displays.
- Reinforce learning objectives through effective questioning and support.
- Support pupils to remain focused and engaged during lessons.
- Assist with classroom organisation and preparation.

### Assessment and Monitoring

- Observe, record and report pupil progress.
- Provide feedback to teachers on pupil learning and engagement.
- Support assessment activities where appropriate.
- Maintain accurate records and documentation as required.

## **Behaviour and Wellbeing**

- Promote positive behaviour and high expectations.
- Support pupils in developing positive attitudes to learning.
- Implement academy behaviour systems consistently.
- Build positive relationships with pupils and act as a role model.
- Promote pupil wellbeing and personal development.

## **Communication and Collaboration**

- Work collaboratively with teachers, support staff and families.
- Attend meetings, training sessions and professional development activities.
- Communicate effectively regarding pupil progress and wellbeing.
- Contribute positively to the wider life of the academy.

## **Principal Accountabilities**

### **Pupil Support**

- Provide one-to-one, small group and in-class support.
- Support pupils in achieving learning objectives.
- Encourage participation and engagement in lessons.
- Support pupils to develop organisational and study skills.

### **Pastoral Support**

- Supervise pupils during breaktimes, lunchtimes and academy activities where required.
- Support pupils during transitions throughout the school day.
- Accompany pupils on educational visits and enrichment activities.
- Promote safeguarding and pupil welfare at all times.

### **Administrative Support**

- Assist with preparing classroom materials and resources.
- Support record keeping and administrative tasks as required.
- Maintain confidentiality regarding pupil information.

### **Non-Subject Responsibilities**

- Implement academy policies and procedures.
- Contribute to enrichment activities and wider academy events.
- Promote equality, diversity and inclusion.
- Ensure compliance with safeguarding, health and safety and data protection requirements.
- Undertake any other duties commensurate with the grade of the post.

***No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.***

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Right to work in the UK.</li> <li>• GCSE English and Mathematics Grade 4/C or above (or equivalent).</li> <li>• Good literacy and numeracy skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching Assistant qualification.</li> <li>• Degree-level qualification.</li> <li>• Relevant educational qualifications.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children or young people.</li> <li>• Experience building positive relationships with pupils.</li> <li>• Experience working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a school environment.</li> <li>• Experience supporting pupils with SEND.</li> <li>• Experience delivering interventions or small group support.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of effective classroom practice.</li> <li>• Understanding of safeguarding and child protection.</li> <li>• Understanding of inclusion and equality.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SEND and additional learning needs.</li> <li>• Understanding of behaviour management strategies.</li> <li>• Understanding of intervention programmes.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to build positive relationships with pupils and colleagues.</li> <li>• Good organisational and time-management skills.</li> <li>• Ability to remain calm and professional under pressure.</li> <li>• Competent use of ICT.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading small group interventions.</li> <li>• Experience using pupil data and assessment information.</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children.</li> <li>• Commitment to supporting all pupils to achieve their potential.</li> <li>• Willingness to contribute to the wider life of the academy.</li> <li>• Commitment to ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience leading enrichment or extracurricular activities.</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Passion for supporting pupils</li> <li>• Commitment to inclusion and safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurial attitude.</li> </ul>

	<ul style="list-style-type: none"> <li>• Resilience, patience and empathy.</li> <li>• High expectations for all pupils.</li> <li>• Strong team player with a collaborative approach.</li> <li>• Belief in the unlimited potential of every pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for education and improving outcomes for young people.</li> <li>• Commitment to further training and professional development.</li> </ul>
--	--	--

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).*

*Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. To read more about Ark's diversity and inclusion statement, please click [this link](#).*