

Job Description Classroom Teaching Assistant

Start Date:	2/11/2026
Responsible to:	Mrs E Griffiths
Location:	Wool CE Primary School
Grade:	Bournemouth: Grade 3 SCP 4-6 (£13.05 - £13.47 per hour)
Hours of work:	8:30am – 15:15pm (28.75) Monday to Friday Fixed Term
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To provide support for the teacher by preparing an effective learning environment establishing good relations
- Providing support for a child according to their EHCP (Educational Health Care Plan)

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

General Duties

- We are looking to recruit a capable, committed and flexible Classroom Teaching Assistant to support a pupil within a classroom setting.
- This role will include some 1:1 working with a child with an EHCP
- To work individually, and as part of a team, to support the overall vision and values of the academy trust.
- To provide care and support for the pupil by supporting learning through planned and differentiated activities.
- Providing support and supervising the child during lunchtimes
- Select and prepare learning resources and materials and to carry out learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs.
- To clarify with the teacher, the objectives for learning inputs and the type of support to be given. Agree with the teacher on when support is needed for the pupil. Then agree and provide support to the pupil.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.
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- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Liaise with SENDCO and class teacher to deliver provision as outlined in the child's EHCP (Educational Health Care Plan)
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their support plan, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with peers which encourages independence and responsibility for his/her own behaviour.
- Follow whole school policies including Behaviour and Relationships.
- If required, support in delivering and reviewing Individual Relationship plans and risk assessments
- Complete necessary training to fulfil role to support child's needs.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives.
- Undertake playground supervision if required to maintain safety and monitor security of the grounds, if required.

Whilst every effort has been made to explain the main duties and responsibilities of the TA role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Teaching Assistant (Level 2)**

Criteria	Essential	Desirable
Qualifications:	- GCSE Maths and English grades A-C or equivalent - Teaching Assistant (e.g. NVQ 2/3) or working towards this	Paediatric First Aid Qualification
Experience:	Working with children of primary school age	- Experience of working one to one with children with complex SEND in a mainstream Primary school age setting - SEND training This might include: SALT PECS Autism Awareness
Professional values:	- Adopt a flexible approach to working - Be able to establish and maintain good professional relationships with pupils, parents and colleagues	Have the ambition and drive for your own professional development
Knowledge, skills & abilities	- Ability to work with children showing care and understanding. - Ability to work with individuals and small groups of children. - Ability to be confidential. - Willing to undertake training as required. - Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)	- Experience of working in a team - Sound knowledge of children with complex needs. - Ability to meet child's needs whilst encouraging independence.
Other	- Willingness to support the intimate care needs of children as required. - Ability to stay calm under pressure. - Able to exert moderate physical effort; crouching or bending when working with pupils.	

The post holder may be required to travel to other local sites, including other CLP schools.