



## Teaching Assistant

### Job Description

#### The Role of the Teaching Assistant

Teaching Assistants are an integral part of the Laxton Junior School team and report to the Deputy Head.

The purpose of the role is to support the delivery of an outstanding and distinctive education to the children of Laxton Junior School; through excellent support for children's learning and wellbeing, and the provision of administrative assistance to Class Teachers, Teaching Assistants ensure that all children make superb progress, are happy and cared for, and contribute to the effective functioning of our classrooms.

#### Teaching and Learning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons and activities
- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities
- Promote, support and facilitate inclusion by encouraging participation of all pupils in all activities
- Provide positive and productive feedback to all children in support of continuous learning
- Organise and manage teaching space and resources to help maintain a stimulating learning environment
- Observe pupil performance and pass observations on to the class teacher
- Hear children read, assessing them and making the relevant comments to the teacher when required
- Undertake any other relevant and appropriate duties given by the class teacher

#### Personal Development and Pastoral Care

- Ensure that the school safeguarding policy and procedures are followed at all times
- Inform the Health and Safety Officer of serious incidents and problems
- Look after children who are upset or have had accidents
- Ensure pupils are aware of, and conform to, the agreed standards of behaviour
- Use effective behaviour management strategies in line with the school's policy and procedures
- Promote the wellbeing of all children and report concerns to the appropriate staff members
- Participate positively and productively in meetings

#### Continuing Professional Development

- Attend Teaching Assistant Meetings, Briefings, INSET and courses, as required
- Participate in the school CPD and Appraisal process
- Participate in school-wide CPD initiatives and support the ongoing development of the school

#### School Support

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Supervise a class if the teacher is temporarily unavailable
- Help organise costumes, props and backgrounds for plays and concerts

- Assist with swimming each week and supervising children prior to and after each lesson
- Carry out lunch and break duties in accordance with published rotas
- Encourage pupils to dress neatly, cleanly and according to school uniform requirements

#### **Extracurricular Activities**

- Take responsibility for an after-school activity in accordance with school policy
- On trips, support leading staff member, including looking after a small group of children as needed

#### **Resources**

- Make use of school resources and ensure that they are appropriately used

#### **Other Responsibilities**

- Perform any reasonable duties as requested by the Head or Deputy Head

#### **Review**

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date



## Teaching Assistant - Person Specification

Area	Essential Candidates must have:	Desirable Candidates might have:	Method of Assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>English and Mathematics GCSE or equivalent: Any grade</li> <li>Evidence of ongoing learning and professional development</li> <li>Level 3 qualification (or Level 2 and commitment to complete Level 3 on the job)</li> </ul>	<ul style="list-style-type: none"> <li>English and Mathematics GCSE or equivalent: Grade A to C</li> <li>Teaching Assistant qualification</li> <li>First aid qualification</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with Primary-aged children</li> <li>Experience of working as a Teaching Assistant in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the EYFS, KS1 and KS2</li> <li>Experience of working with children who have a range of learning needs</li> </ul>	Application Interview
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Excellent literacy and numeracy skills</li> <li>An understanding of how children learn</li> <li>Knowledge of how to support children to behave and work positively</li> <li>Excellent teamwork and collaboration skills</li> <li>Excellent listening and communication skills</li> <li>Excellent organisation and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Excellent IT skills</li> <li>Knowledge and understanding of the National Curriculum and the Early Years Foundation Stage Framework</li> <li>An understanding of how play supports learning in Key Stage 1</li> </ul>	Application Interview
Area	Essential Candidates must be:	Desirable Candidates might be:	Method of Assessment
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Committed to safeguarding and promoting the welfare of children</li> <li>Committed to the values of LJS and the Corporation of Oundle School</li> <li>Passionate about education and working with children</li> <li>Dedicated and hard-working and yet have a healthy work-life balance</li> <li>Highly professional in their approach to work and relationships</li> <li>Approachable and friendly with a sense of humour and perspective</li> <li>Committed to the wider life of the school</li> <li>Committed to developing School community wellbeing</li> <li>Kind and caring, able to build positive relationships with all stakeholders</li> <li>Enthusiastic and energetic, able to motivate, challenge and inspire</li> <li>Resilient and reflective</li> <li>Excited, rather than frustrated, by professional challenges</li> </ul>		Application Interview

## Information for applicants

Start date	1 <sup>st</sup> September 2025
Hours of work	38.5 hours per week, Monday to Friday.
Working Weeks	This role is to work Term time only, which is 33 weeks per annum (paid for 36.98 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a 6-month probationary period.
Remuneration	You will be paid £18,280 per annum (£26,707 FTE), plus entitlement to 5.6 weeks holiday (pro rata for part-time employees). You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holiday is not to be taken during Oundle School Term time.
Other	We also offer: <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• Group Personal Pension Plan</li> <li>• Life Assurance scheme</li> <li>• BUPA Wellbeing Expenses Plan</li> <li>• Access to some discounted tickets to the Stahl Theatre and Music Productions</li> <li>• Access to the swimming pool, health centre and sports facilities</li> <li>• Cycle to Work scheme</li> <li>• Free light lunch available for staff during School term times</li> <li>• Free car parking</li> </ul> <i>Some of the above are non-contractual</i>

**How to Apply:** Candidates should complete our online application form and the Supplement to the application form, found at [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies), and submit to [opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk). For more information, please contact the Recruitment team:

**Email:** [recruitment@oundleschool.org.uk](mailto:recruitment@oundleschool.org.uk)

**Telephone:** 01832 277 193

Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.