



Job Description

Teaching Assistant | Recruitment 2026

Post	Teaching Assistant (three vacancies)
Salary	Grade 3–5, depending on experience
Hours	Two posts: 32.5 hours per week; one post: 27.5 hours per week
Contract	Fixed term until 31 August 2027
Start	As soon as possible
Closing date	Friday 30 October 2026
Interview date	Wednesday 4 November 2026

Purpose of the role

To work under the direction of the class teacher and school leaders, supporting learning, inclusion, care and pupil wellbeing so that all children can participate, achieve and develop independence in line with the school's Christian vision.

Teaching, learning and assessment

- Support teachers in delivering planned learning and adapting tasks or resources to children's different starting points.
- Provide individual or small-group support, including early reading and phonics where appropriate and following school training.
- Notice and share misconceptions, progress and barriers with the teacher; contribute to accurate, appropriate records.
- Use prompts, modelling, scaffolding and feedback to help pupils learn while reducing unnecessary adult dependence.

Inclusion, wellbeing and behaviour

- Support neurodivergent pupils and those with SEND using agreed plans, reasonable adjustments and consistent approaches.
- Build safe, respectful relationships and help children develop emotional regulation, communication and social confidence.
- Follow the Holy Trinity Way, promoting the school rules Ready, Respectful and Safe through calm routines, nurture and high expectations.
- Work with teachers, SENDCo, families and other professionals as directed, maintaining confidentiality.

Play, lunchtime and OPAL

- Take an active role in supervising and supporting lunchtime provision as required, including OPAL.
- Encourage inclusive, imaginative and physically active play, helping children make safe choices and build friendships.
- Follow agreed safeguarding, first aid, playground and risk-management procedures.

Professional responsibilities

- Work collaboratively with teachers, other teaching assistants and the wider school team.
- Prepare and organise resources and learning environments as directed, ensuring accessibility and safety.
- Attend relevant training, apply feedback, and contribute to an inclusive, reflective school culture.
- Support the Christian ethos and values of Love, Courage and Wisdom.

Safeguarding and conduct

- Safeguard and promote pupil welfare; follow school safeguarding, child protection, behaviour, confidentiality and data protection policies.
- Report concerns promptly through school procedures and maintain appropriate professional boundaries.
- Carry out other reasonable duties consistent with the grade and role, under the direction of school leaders.

Role notes

The specific class, deployment, duties and working pattern will be confirmed on appointment. This description summarises the role and may be reviewed in consultation with the postholder. Contractual provisions, including any probationary period, will be set out in the appropriate employment documentation.