



Grace Cook Primary School and Nursery

Job Description: Teaching Assistant

Position Title: Teaching Assistant

Location: Grace Cook Primary School

Reports To: Class Teacher / Senior Leadership Team

Salary: Grade 3

Contract Type: 32.5 hours / Fixed Term August 31st, 2027

Purpose of the Role:

To support teaching and learning across the school by assisting the class teacher in providing a stimulating, safe, and inclusive learning environment for all pupils.

Key Responsibilities:

- Support classroom teaching under the guidance of the class teacher, including group and individual learning activities.
- Assist with planning, preparation, and delivery of lessons and learning resources.
- Help maintain a positive and inclusive learning environment.
- Support pupils with special educational needs (SEND) or additional learning requirements.
- Monitor pupils' progress, record observations, and report concerns to the class teacher.
- Supervise pupils during breaks, lunchtimes, and school activities as required.
- Assist with classroom management and behavior support in line with school policies.
- Encourage pupil participation, independence, and confidence.
- Participate in staff meetings, training sessions, and professional development activities.

Person Specification:

- Good communication and interpersonal skills.
- Patience, enthusiasm, and a caring attitude towards children.
- Ability to work collaboratively as part of a team.
- Organizational skills and attention to detail.
- Flexibility and adaptability to meet the needs of the school and pupils.
- Experience in an educational setting or relevant qualifications is desirable but not essential.

Additional Information:

Grace Cook Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.