

Ravensdale Infant & Nursery School



Ready, Respectful, Engaged

Ravensdale Infant and Nursery School Job Description

Post: Teaching Assistant and Additional Needs Teaching Assistant Level 1 Position

Salary: Grade C Points 5-6 (£25,583 to £25,989 pro rata).

Actual salary £19,413.46 to £19, 721.55

Contract: Fixed-Term: September 2026 to July 2027 initially

Hours: 32.5 hours per week Term-time only (39 weeks)

Responsible to: Class Teacher/HLTAs/SLT

Purpose of post:

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

To work alongside teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication sensory or physical disabilities

Main duties and responsibilities:

Under direction and supervision of the teacher, contribute to educational work and learning activities via:

- Planning and delivery of interventions
- Preparation of materials and equipment
- Assessment of needs
- Reporting on achievement
- Support the work of teaching assistants and volunteers in the classroom
- Liaise with parents, external professionals/agencies

- Use discretion when required
- Support pupils in social and emotional well-being
- Attend to pupils' personal needs including toileting/hygiene, dressing and eating as well as social, welfare and health matters

Under supervision and direction of the teacher contribute to

- Planning of activities for individuals or groups
- Preparation of materials and environment
- Assessment of need for individuals or groups
- Delivery of activities to allocated pupils
- Adaption/modification according to circumstances
- Administer medication according to care plans, following training
- Undertake moving and handling as required
- With support of the teacher, analyse needs and situations
- Gather, collate and analyse information to contribute towards reviews of attainment and progress
- Assist in production of clear reports for a range of audiences, oral or written
- Contribute towards forward thinking and planning to fit in with timescale require by school policy mainly short term

Supporting the school:

- Establishing a supportive relationship with the pupils and parents concerned, acting as a role model and being aware of and responding to individual needs.
- Promoting inclusion and acceptance of all pupils.
- Using appropriate skills to undertake activities to meet the physical, emotional and educational needs of individuals and groups of pupils.
- Being aware of confidential issues linked to pupils, their home life, teachers and school work and keeping confidences as appropriate.
- Being aware of the relevant school policies and adhering to these.
- Contributing to the overall ethos and aims of the school.
- Contribute to maintaining a safe environment for all pupils and staff.

Professional Development:

- Participating in training and other learning activities and performance development as required.
- Attending tutorials and relevant development opportunities and completing the relevant work to achieve relevant qualifications.
- Being responsible for disseminating training to other teaching assistants and teachers as appropriate.
- Acting as a point of contact for other professionals, such as autism experts, speech and language therapists, specialist leaders of education and parents, as appropriate.