WOKINGHAM BOROUGH COUNCIL

Loddon Primary School
Working together to realise the potential in everyone.

WOKINGHAM BOROUGH COUNCIL
JOB DESCRIPTION

Job Title:	Teaching Assistant Level	**Job Ref:**
School:	Loddon Primary School	**Salary -** **£**£19,49 £19,808 actual salary
Reports To:	Team Leader	
Grade:	3	
Employment Status: Permanent/Fixed Term		
Hours of Work: **Hours 8:45-3:45pm daily** Term time (plus x1 INSET a year)		
Job Purpose: To facilitate learning by supporting the needs of individual pupils, and small groups of pupils, in accordance with school policy and government initiatives in the pursuit of high standards of pupils' achievement.		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.		
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: Team leader Teacher **Teaching Assistant Grade 3**		

Scope

Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder) Budgets monitored on day-to-day basis:	
Staff Responsibilities	NONE
Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:	
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home): Details of service contracts managed	

Summary of Main Contacts.

- Pupils
- Teachers
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required:

1. To model and promote the values, ethos, vision and policies of the school ensuring the pursuit of high standards for all pupils including those with additional needs.
2. To support learning, and social skills, for individual pupils and/or small groups under the guidance of the class teacher/team leader or Inclusion leader.
3. To work with the class teacher/Inclusion leader to help deliver specific personalised learning or programmes e.g. social skills activities, speech and language programmes to individual or small groups of children.
4. To aid the teacher in classroom behaviour reinforcing the teacher's standards of behaviour and following agreed whole school policy and approaches.
5. Regularly report back to the teacher on pupil's progress and areas of concern.
6. Liaise with class teacher, on a daily basis, to discuss class tasks, carry out tasks set by a qualified teacher.
7. Assist with display work and create and maintain a purposeful, orderly and supportive environment, in accordance the school's values and vision.
8. Assist with classroom administrative tasks such as preparation of education materials and organisation of supplies and equipment at the teacher's request.
9. First Aid and/or lunchtime/break time playground supervision.
10. Attend staff training, after school meetings, school educational trips and special occasions in the school's annual calendar (as and when appropriate).

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

- NVQ Level 2 / CACHE Level 2 Certificate or equivalent is desirable
- Good standard of general education e.g. GCSE English, Mathematics and Science

Skills/Abilities:

- Ability to act as a role model for the Loddon values.
- Knowledge of the national school curriculum
- Good questioning skills
- Good observation and assessment skills
- Ability to work within a team working environment and also able to work independently
- Excellent communication and interpersonal skills
- Confidentiality at all times
- An ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary

Experience:

- 1-2 years' experience of working with children and particularly children with special educational needs is desirable

Personal Qualities:

- Calm under pressure, adaptable and energetic
- A caring and positive attitude
- A good listener and sensitive to pupils' needs
- A sense of responsibility
- Positive behaviour management
- A good sense of humour
- Flexibility and use of initiative are very important

Special Factors:

Needs to work flexibly to accommodate educational trips (may include residential)
Responsibility for first aid if required

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder ---------- Date

Signature of Head Teacher LAtatrid Date November 2026