



Teaching Assistant Job Description

Kent Scheme A 2026

Purpose of the Job:

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. This is a temporary role and would suite a candidate who can be flexible across all KS2 year groups.

Key duties and responsibilities:

1. Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher
2. Support pupils to understand instructions support independent learning and inclusion of all pupils
3. Support the teacher in behaviour management and keeping pupils on task
4. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
5. Assist with break-time supervision including facilitating games and activities
6. Support pupils in using basic ICT
7. Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.
8. Potential to lead a wider group of pupils within a specific specialism such as dance, drama or computing.

Teaching Assistants in this role may also undertake some, or all, of the following:

1. Record basic pupil data
2. Support children's learning through play
3. Assist with escorting pupils on educational visits
4. Invigilate exams and tests
5. Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
6. Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher
7. Provide emergency first aid if needed and with training be a designated first aider.

Person Specification: Teaching Assistant KSA

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	GCSE – English and Maths grade C or above Desirable -Level 1 or 2 Diploma (or equivalent) with proficient practical skills.
EXPERIENCE	Previous experienced of working with children
SKILLS AND ABILITIES	Numeracy and literacy skills Basic IT skills Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Good influencing skills to encourage pupils to interact with others and be socially responsible
KNOWLEDGE	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

Christ Church Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.