St George's Primary School
Teaching Assistant Level 2

Job Title	**Teaching Assistant Level 2**
Required by	**January 2027**
Reports to	**Senior Leadership Team (will have a designated team leader)**
Hours of work	**36 hours per week**
Salary	**Band D (33.5 hours) - Band F (2.5 hours for designated pastoral duties)**
Closing date	**Friday 4th December 2026**
Interview's commencing	**Tuesday 8th December 2026**

Key Role at St George's

The role is subject to the current conditions of employment for staff governed by the National Joint Council National Agreement on Pay and Conditions of Service Handbook (the Green Book). In addition, you will have a contract of employment determined by local authority (LA) and school conditions of employment.

You will work under the instruction/ guidance of the Headteacher/teaching staff to undertake work/care/support programmes, to enable access to learning for pupils, and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Main Duties/Responsibilities

Essential Aspects When Working at St George's (all staff)
To promote the ethos and mission of St George's to be a school that *'nurtures our community through opportunities, innovation and love'.*
To ensure that we practice effective safeguarding procedures and keep our training up to date with an awareness of latest guidance published by Keeping Children Safe in Education (KCSiE).
Ensure that we always promote inclusion and equality in our actions and professional duties
Ensure that our actions and execution of our professional duties promote British values of: • Democracy • Liberty • Rule of Law • Mutual respect • Celebration of different cultures and religions
• Ensure that they keep their relevant job role training up to date.
• Follow school's health and safety policy and guidance at all times.
• Ensure that you follow all relevant human resources and staff conduct policies.
• Ensure that all absences are reported following school's absence reporting policies.
Specific Duties and Responsibilities (TA2)
Key Roles: • To enable pupils to learn effectively and thrive in their classroom. • Provide children with inclusive and enabling support for their learning needs. • Provide children with enabling support for their pastoral and emotional needs. • To ensure that we provide a safe environment for our children.

- To have regard for the safety and wellbeing of the pupil at all times.
- To meet the physical/medical needs of the pupil according to their needs and individual plans.
- Promote oracy and use of vocabulary for our children.
- Promote inclusion and equality through all our work.
- Ensure that we promote positive behaviour for learning across the school (including playtime and lunchtime supervision)
- Support the delivery of our out of hours curriculum with at least 1 hours of clubs per week.
- Support the pastoral work of the school (we provide designated hours for this at TA2 level).
- To engage in development professional development and training. To assist in the supervision of pupils on outings and visits

Support for learning in classrooms:

- To liaise with teachers regarding the delivery of the curriculum.
- Working with individuals or with groups, facilitating learning and use of resources planned by the class teacher
- Work with teacher to provide enabling support and scaffolding for children's learning.
- Ensure that you update your subject knowledge for lessons that you support across the curriculum.
- **Ensure that established routines are maintained in the classroom.**
- Deliver planned intervention and group work as required using resources provided by school or class teacher
- Support class teacher with use of assessment and feedback so children learn well and are motivated in the classroom. We will ask you to:
    I. Follow the school's feedback/marking policy in recording pupil's progress and achievement.
    II. Be responsible for keeping and updating records as agreed with the teacher.
    III. Observe and report pupil achievements, progress and issues as appropriate to the class teacher in an agreed format. May be directed to provide informal feedback to pupils in relation to their achievements.
    IV. To support pupil record keeping as requested
    V. Deliver specific activities, for example intervention programmes, and report pupil progress to class teacher in respect of any learning strategies, working alongside the class teacher.
- To provide support for administrative functions in the classroom. Includes registration, photocopying, record keeping etc.
- To assist in the creation of display of pupils' work to celebrate their achievements or provide guidance for learning (learning walls).
- To read to groups/classes modelling reading for pleasure

Support for the work of the whole school:

- To work alongside other professionals in assessing and supporting children's progress/needs
- To attend appropriate staff meetings and training as required (included in your timetabled hours).
- Be aware of and comply with policies and procedures relating to safeguarding.
- Ensure that you follow all expected policies and procedures for health and safety.
- Ensure that you follow all expected policies and procedures for data protection. Asked to treat all information relating to pupils as strictly confidential, and to be aware of and comply with school policy and practice.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime (as per agreed timetable and working hours).
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To communicate with other agencies/professionals in liaison with the teacher and to support achievement and progress of pupils.
- To work as a member of the staff team in all relevant activities to develop the school.
- To support and encourage students on Childcare courses, Work Experience etc.

- To establish constructive relationships with parents/carers.
- To participate in and facilitate pupils' play and extend and stimulate language through conversation.
- To encourage good personal hygiene and assist with necessary self-help skills.
- To administer and invigilate routine tests/exams under the guidance of the class teacher/senior leaders. To be a proactive member of the school and class team.
- To administer first aid, as appropriate, in accordance with appropriate training.

TA3 work (2.5 hours)

Undertaken preplanned and resourced TA3 pastoral roles as part of your allocated hours.

General

A Teaching Assistant may be called upon to perform other duties that senior staff consider reasonable and are commensurate with the grading and designation of the post. . Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Fulfil wider professional responsibilities:

- Make a positive contribution to the wider life and ethos of the school.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
- Take responsibility for improving through appropriate professional development, responding to advice and feedback from colleagues.
- Communicate effectively with parents with regard to pupils' achievements and well-being.

Personal and professional conduct

A teaching assistant is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

Teaching Assistants uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions.
- Showing tolerance of and respect for the rights of others.
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Safeguarding

Value and respect the views and needs of children and young people

Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

Display commitment to the protection and safeguarding of children and young people.

Work within organisational policies and procedures for safeguarding.

Ensure that annual training is updated.

General

Adhere to all school policies and procedures, particularly those in relation to equality of opportunity, health and safety, data protection and safeguarding

Attend relevant meetings, INSET days, parents' evenings, parent consultation meetings, and any other functions or meetings required

Take responsibility for completing CPD and keeping up to date with developments relating to subject matter

Establish effective working relationships with colleagues and set a good example for pupils through a high level of professionalism
Participate in any performance-related appraisal arrangements made by the school

All candidates must be aware of the safeguarding nature of this work.

The school is committed to safeguarding the welfare of children and expects all staff to share this commitment. This post is subject to an enhanced DBS check and satisfactory references.

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.

The successful candidates will receive a full induction for their role including safeguarding awareness and practice.

In line with Keeping Children Safe in Education, we will undertake general online searches for all shortlisted candidates, this may include social media and video platforms such as Facebook, Twitter, Instagram, Tik Tok and You Tube. Online searches will only examine data that is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

For further information about Safer Recruitment procedures please refer to the school's website: https://www.stgeorges.wirral.sch.uk/Safeguarding/ and Wirral Council's Child Protection Procedures; https://www.wirralsafeguarding.co.uk/procedures/.

We also have a working with us page that explains the expectations and support for staff employed at St George's: https://www.stgeorges.wirral.sch.uk/Working-at-St-George-s/

Personal Specification

	Essential Attributes	**Desirable Attributes**
Qualifications & Training	• Grade C or above at GCSE in Maths and English (or equivalent) • NVQ Level 2 for Teaching Assistants or equivalent **or** a willingness to complete this training. • Up to date safeguarding certificate/training.	• Evidence of relevant training to support learning and teaching. • SEND training. • Inclusion training. • Manual handling training
Skills & Experience	• Experience working in KS1 or KS2, supporting learning and teaching. • Experience of providing support for children with individual plan needs (learning, pastoral and health needs) • Experience of supporting high-quality classroom teaching.	• Recent experience of supporting children in KS1. • An understanding of mastery led mathematics teaching. • Experience of supporting children with phonics and early reading. • Experience of delivering interventions.
Knowledge	• An understanding of how to enable children to learn well in classrooms. • Able to develop good relationships with children.	• Creative capacity to support display and development of a positive school environment.

	• Able to develop professional relationships with colleagues. • Able to develop good relationships with parents. • Positive behaviour management. • Ability to work constructively as part of a team. • Willingness to show initiative and apply common sense. • IT literate and able to use range of technology and Internet appropriately. • Good standard of written and spoken English. • Understanding of how to support children with SEND needs. • Understanding of safeguarding and KCSiE (training will also be provided for this).	
Personal Qualities	• Promote the school's aims positively and use effective strategies to motivate children. • Develop good personal relationships within a team. • Establish and develop close relationships with parents, governors and the community. • Communicate effectively (both orally and in writing) to a variety of audiences. • Create a safe, happy, respectful learning environment	• Organising and participating in extracurricular activities

Verified by -

