



Solefield School

Job Description & Person Specification Teaching Assistant

Objective

To support our Class Teachers, primarily in KS1 but also other years, as necessary, in ensuring that pupils at Solefield are supported academically and emotionally, regardless of their ability. Classroom assistants may also support other year groups throughout the school and play a key role in the life of the school. This role is directly responsible to the Head of Pre-Prep, Director of Learning Development and the Headmistress.

Hours of work:

The hours will be 8am-4pm, Monday – Friday, although there is flexibility for the position to be part-time for the right candidate. Hours to be agreed with the successful candidate. Term time only.

Teaching Assistants should be available for 2 days before the start of each term and sometimes for 2 days at the end of a term.

Occasionally Teaching Assistants may be asked to cover for the teacher in an emergency or in case of sickness. If this period exceeds 24 hours, the Teaching Assistant will be entitled to financial remuneration. In this case, the Teaching Assistant would assume all the roles of the absent teacher, including marking, completing Homework and Reading Records, using Tapestry and liaising with parents and colleagues.

The duties of the post holder are set out below:

- Assisting the teaching staff in the classroom
- Help the teaching staff with assessing pupils against educational milestones
- To carry out interventions as required
- Preparation work such as photocopying, setting up equipment and tidying
- Organising and putting up displays
- Maintain an orderly and organised environment
- Helping with computer work
- Giving individual support to pupils with specific needs, including the more able
- Help with Open Days
- Break, lunch and duties at either end of the school day (ie Late Class until older siblings finish school), including the administering of minor first aid and recording of accidents / incidents
- Assisting on school trips
- Covering the teacher for short periods of time in an emergency
- Attending INSET and twilight sessions as required

- Attending Prize Giving, church services and other events which may occur outside normal working hours
- Such other tasks as the Head or a teacher may reasonably assign

Person Specification:

- A caring, enthusiastic, team player with good communication skills.
- Experience in KS1
- A pro-active individual who shows good use of initiative.
- A willingness to be flexible to go where needed and move across classes as required.
- Fully committed to the safeguarding and wellbeing of children.

This job description is subject to review in line with the developing needs of the school.

Please refer to the Solefield School website for our Recruitment Policy and Safeguarding and Child Protection Policy – www.solefieldschool.org

Solefield School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child safeguarding screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service check.

Helen McClure
Headmistress
May 2025