**Robert Piggott CE Infant & Junior Schools Federation**
**Beverley Gardens, Wargrave, RG10 8ED**
**Tel: 0118 940 2414**
**Email: admin@robertpiggott.wokingham.sch.uk**
**Web: www.robertpiggott.wokingham.sch.uk**

# JOB DESCRIPTION

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| **Job Title:** Teaching Assistant | | |
| **School:** Robert Piggott CE Federation | | **Salary:** Scale Point 5-6 (FTE £25,584-£25,989) |
| **Reports To:** | Head of School/PE Subject Leader | |
| **Grade:** | 5-6 | |
| **Employment Status:** | Two Term Fixed Contract - Term time only<br>Start January 2026 | |
| **Hours of Work:** | 28.75 hours Monday to Friday 8.35am-3.20pm plus additional hours for lunch duties | |
| **Job Purpose:** | • To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures | |
| **Liaison with:** | • Teaching staff, support staff, Headteacher, pupils, parents, admin staff | |
| **Teaching accountabilities:** | • Working with individuals, small and large groups of children under the direction of teaching staff<br>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate | |
| **Duties:** | • Establish positive relationships with pupils, staff and parents<br>• Support pupils with activities which support literacy, numeracy and ICT skills<br>• Promote positive pupil behaviour in line with school policies and help keep pupils on task<br>• Promote the inclusion and acceptance of children with special needs, ensuring access to lessons and their content through appropriate clarification, explanation and resources<br>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour<br>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher<br>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher<br>• To attend to pupils' personal needs, including help with social, welfare and health matters, including minor first aid<br>• To assist with the preparation, maintenance and control of stocks of materials and resources<br>• Liaise with other staff and provide information about pupils as appropriate<br>• To supervise pupils for limited and specified periods, including break times when the postholder should facilitate games and activities<br>• To assist with escorting pupils on educational visits and sports events<br>• To assist with one lunchtime cover<br>• As required to assist with a weekly break cover | |

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| **General:** | • To understand and apply school policies in relation to health, safety, welfare and safeguarding<br>• Attend relevant training and take responsibility for own development<br>• Attend relevant school meetings as required<br>• To always respect confidentiality<br>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager<br>• Ensure that all duties and services provided are in accordance with the schools' Equal Opportunities Policy<br><br>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment<br><br>The above duties are neither exclusive nor exhaustive and the postholder may be required by the Executive Headteacher to carry out appropriate duties within the context of the job, skills and grade. |