

Butlers Court School

Teaching Assistant Job Description



Job details

Salary:	Bucks Pay Range 1B 6 £24,836 - £25,823 pa, pro rata, depending on experience
Hours:	8.30 am - 3.30pm Full Time, Term Time Only
Contract type:	Permanent
Reporting to:	Headteacher, Supervised by Class Teacher
Start Date:	Immediate start available (subject to checks)
Closing Date:	Friday 2 nd October 2026 at 12 noon
Interviews:	Wednesday 7 th October 2026

Main purpose

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Duties and responsibilities

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- If necessary, support a specific child 1:1 in accessing learning, social interaction, and personal care.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- Direct the work, where relevant, of other adults in supporting learning

Duties may involve:

- Supporting children in all areas of the curriculum
- In class support for individuals or groups of children to achieve learning objectives
- Class supervision under the Class Teachers guidance
- Administering tasks and interventions specific to an individual child, group of children or class group.
- Preparation of teaching materials, displays and classroom resource maintenance
- Ensuring a safe and tidy environment

- Supervising children during break and lunchtimes
- Administering simple First Aid (training will be given)
- Supporting the general wellbeing of children.

Key Qualities Include:

- Patience with a calm disposition
- Flexible to change, resourceful and able to use own initiative
- Good listening and communication skills
- Effective social skills and the ability to work collaboratively in a team
- Commitment to keeping children safe and the importance of confidentiality and safeguarding.

Child Protection:

To have due regard for safeguarding and promoting the welfare of children in accordance with the Child Protection/Safeguarding guidance

The duties of the post will be reviewed annually and may vary from time to time, as required by the Headteacher, without changing their general character or the level of responsibility required.

Ongoing self-assessment is helpful to increase competence and reflection is necessary for continued improvement to take place. Training is provided by the school and staff will have access to performance management systems which will inform future training needs and priorities