Herefordshire Council

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title:	Post No:	Grade:
Teaching Assistant Level One	GEN07	HC3

Organisational information:

Responsible to:

Headteacher

Professionally responsible to:
(where appropriate)

Dimensions:
(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)

Responsible for:

No staff responsibilities

Key relationships/Functional links with:
(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal:

External:

Main Purpose of Job:

To assist, under the direction of the head teacher and other designated teachers, with the education, care and welfare of children.

Main Responsibilities / Accountabilities

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

- To assist in the preparation of materials and programmes of work.
- To assist with group activities within and away from the classroom.
- To assist with any medical, personal, social and behavioural problems.

DATA QUALITY
To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Herefordshire Council

Job Activities:

- Support the ethos of the school and follow school routines and procedures.
- Undertake a programme of induction and attend other relevant in-service training as directed by the head teacher.
- Be aware of, and maintain, confidential issues as required.

Under the direction of the teacher and/or line manager to:

- Assist in designated areas of the curriculum including preparation and clearing away of resources, including IT.
- Promote pupil achievement in learning and re-enforce pupils' self-esteem.
- Ensure that children are able to use equipment and materials provided.
- Assist with the support of group activities within and away from the classroom.
- Assist with movement of pupils around the building and surrounding areas and with activities away from the classroom, both within and outside lesson time.
- Participate in general school activities including assembly, break and lunch-time activities, sports day, school visits etc. as required.
- Be aware of and promote children's general welfare and follow the school's health and safety procedures.
- Follow the school's health and safety procedures.
- Assist with health, hygiene and first aid. This may include assistance with toileting.
- Assist with the preparation and mounting of display materials.
- Share general domestic duties with the teachers and other staff.
- Maintain and update records as directed by the teacher.
- Support inclusion of children with special educational needs.
- Assist with the delivery of individual education plans.
- Provide feedback about the children to the teacher.
- To undertake designated administrative and clerical tasks, in order to support teaching and learning.
- Carry out other duties as directed by the teacher, line manager or head teacher.
- Undergo review of duties and responsibilities according to the school's schedule.
- May be required to undertake safeguarding training at appropriate level to the role.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Other information:

- Disclosure type: enhanced

Herefordshire Council

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature: Date:

Date Job Description last reviewed:	September 2025

Herefordshire Council

GENERIC PERSON SPECIFICATION – SCHOOLS

Job information as shown on organisation chart

Job Title: Teaching Assistant Level One	**Post No:** GEN07	**Grade:** HC3
All candidates will be considered on their ability to meet the requirements of the person specification	**Essential criteria**	**Method of Assessment***
Experience	Some experience of working with children, either in a paid or voluntary capacity.	AF, I
Skills and Abilities *Including personal attributes*	Good team worker. The ability and willingness to work flexibly within the school. A calm but authoritative manner with pupils. The ability to relate well to pupils, parents and staff. The ability to create high quality learning resources, under the direction of the teacher.	AF, I
Qualifications and Training *including professional qualifications*	Willingness to undertake further training, as appropriate. May be required to undertake safeguarding training at appropriate level to the role. GCSE 4-9 (A*-C) or British regulated qualification framework level 2 and above or International English language testing system (IELTS) score of 5.0	AF, I **Fluency Duty** -The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.
Other Factors *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.*	Commitment to working with young people. Willingness to work in support of the inclusive ethos of the school. Willingness and ability to attend Education Days (as appropriate) for which you will receive pay. Police clearance.	I DBS Police Check

Herefordshire Council

Line Manager Signature: Date:

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed	September 2025