

Job Description

Y2 Teaching Assistant Vacancy (and WAC Leader)

- 7.00am – 1.00pm, Temporary Contract to 22nd July 2026
- 12.00pm – 3.30pm, Temporary Contract to 22nd July 2026 (+ extra hours for WAC on an adhoc basis, 3.30pm – 6.00pm)

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Teaching and Learning

- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher and SENCo;
- Assist the Class Teacher and SENCo in the implementation of Individual Education Plans for students and help monitor their progress;
- Provide support for individual students and groups, inside and outside the classroom to enable them to fully participate in activities;
- Work with other professionals, such as speech therapists and occupational therapists, as necessary;
- Assist class teachers with maintaining student records and marking children's books;
- Support students with emotional or behavioural problems and help develop their social skills;
- Attend appropriate in-service sessions to increase knowledge and understanding of principles underlying student development and learning.

Administrative duties

- Prepare and present displays of students' work;
- Support class teachers in photocopying and other tasks in order to support teaching;
- Undertake other duties from time to time as the Head Teacher requires.

Standards and quality assurance

- Support the aims and ethos of the school;
- To be aware of and follow the guidelines as detailed in all school policies including Behaviour, Anti-Bullying, Child Protection and Confidentiality;
- Set a good example in terms of dress, punctuality and attendance;
- Attend team and staff meetings;
- Undertake professional duties that may be reasonably assigned by the Head Teacher;
- Be proactive in matters relating to health and safety.
- Supervise children at break and lunch time as directed and required.

Wraparound care

- Actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
- Interact with children, respect, listen and consult with encouragement to express themselves
- Lead group activities such as games
- Ensure a safe and caring environment with safe delivery and collection of children
- Prepare and provide children with a healthy and nutritious snack, ensuring hygiene and health & safety standards are met
- Clearing away snacks and washing up.