



**Aston Rowant C+E Primary School**  
**School Lane, Aston Rowant, Oxon OX49 5SU**  
**01844 351671 office@aston-rowant.oxon.sch.uk**  
*Headteacher: Mrs Helen France*



*Aston Rowant is a place where everyone — children and staff alike — thrives. Our strapline, "Growing Together," reflects the spirit of collaboration, growth, and joy that fills our school every day. We are proud of our nurturing environment and are excited to welcome someone who will grow with us.*

**Job Title: Teaching Assistant**

**School: Aston Rowant Church of England Primary School**

**Responsible to: SENCo**

**Hours: 4 days a week, term time only. Hours to be discussed.**

**Salary: Grade 4, Level 5**

To work under the instruction/guidance of teaching/senior staff to undertake support to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

### **Support for Pupils**

- Supervise and provide support for pupils, including those with special needs, ensuring their safety, care and access to all learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Build positive relationships with pupils, promoting inclusion, acceptance, and interaction with peers.
- Encourage independence and self-esteem by setting high expectations and supporting individual needs.
- Support learning progress by providing feedback under teacher guidance

### **Support for Teachers/Senior Teaching Assistants**

- Create and maintain a purposeful, orderly, and supportive learning environment, including preparing resources and displaying pupils' work.
- Collaborate with teachers to plan and deliver learning activities, using agreed strategies to help pupils achieve their goals.
- Monitor and record pupils' progress, providing regular, detailed feedback to teaching staff.
- Promote positive behaviour, addressing incidents in line with school policy and encouraging pupils to take responsibility for their actions.
- Build constructive relationships with parents and carers to support pupil development.
- Provide general administrative support, such as photocopying, filing, and assisting with coursework

### **Support for the Curriculum**

- Deliver structured learning activities and programmes, adapting them to suit pupil responses and needs.
- Support national and local strategies (e.g. literacy and numeracy), recording progress and feeding back to the teacher.
- Promote the effective use of ICT in learning, helping pupils develop confidence and independence in its use.
- Prepare, maintain, and assist with the use of equipment and resources to support planned learning activities.

### **Support for the School**

- Comply with all school policies and procedures, including those related to safeguarding, health and safety, confidentiality, and data protection.

**GRATITUDE RESILIENCE OUTREACH WONDER TRUST HARMONY**  
*Growing together, rooted in God, enjoying fullness of life. (Colossians 2:1-7)*



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- Promote equality, inclusion, and the school's ethos in all interactions with pupils and staff.
- Collaborate with colleagues and external professionals to support pupil development and school improvement.
- Participate in meetings, training, and performance development activities, including those outside normal working hours (with time off in lieu).
- Supervise pupils during break times and accompany them on trips and off-site activities, taking responsibility for a group under teacher supervision.

#### **Health and Safety Requirements (applies to all employees):**

- Take responsibility for your own health, safety, and welfare, as well as that of pupils, colleagues, and visitors, in line with legislation and school policies.
- Follow all health and safety procedures, including reporting hazards, completing risk assessments, and adhering to emergency protocols.
- Use equipment safely and appropriately and avoid undertaking unsafe acts.
- Report any near-misses or maintenance issues promptly and accurately.
- Raise awareness of health and safety with pupils and model safe behaviour.

#### **Safeguarding (applies to all employees):**

- Understand and follow current legislation, national guidance, and local procedures for safeguarding and promoting the welfare of children and young people.
- Recognise signs of potential abuse or neglect and act in accordance with the school's safeguarding and child protection policies.
- Maintain confidentiality and always uphold professional boundaries.
- Undergo a Disclosure and Barring Service (DBS) check as required for the role.
- Be prepared to undertake duties outside normal working hours when necessary to support safeguarding and pupil wellbeing.

#### **Experience and Qualifications**

- Working with or caring for children of relevant age
- Good numeracy/literacy skills

#### **Knowledge & Skills**

- Effective use of ICT to support learning
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually.

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