Girton Glebe Primary School
Cambridge Road
Girton
Cambridge
CB3 0PN

February 2026

Girton Glebe Job Description
Job Description

Post Holder:	
Post Title:	Level 1 Teaching Assistant: General
Post Purpose:	Teaching Assistants are appointed to work with students as part of Special Needs Team under the direction of the SENCO. Teaching Assistants work is primarily to: • foster the participation of students in the school and academic processes of the college • seek to enable student to become more independent learners • help to raise standards of achievement for all student • To be responsible for safeguarding and promoting the welfare of students and to ensure that teaching and learning takes place in a safe environment. • To develop knowledge, the skills and expertise to support students throughout the College • To share knowledge and experience to lead on training and developing other teaching assistants' specific areas of interest/experience
Reporting to:	SENCO
Working Time:	Full Time, Term Time Only
Place of Work:	Your principal place of work will be Girton Glebe Primary School but you may be required to work at other schools and sites within ELA Education trust by mutual agreement
Salary/Grade:	Level 1 – point 3
Disclosure Level:	Enhanced DBS + Barred List Check

Principal Accountabilities:

Support for Students

- supervise the class or small groups to follow a programme of study as required.
- provide specialist care and support (requiring in depth expertise, SEN knowledge and experience) to students with significant, long-term special needs.
- take responsibility for delivering learning activities with groups who would benefit from a different learning approach as agreed with a teacher.
- establish and maintain supportive relationships with individual students, small groups and parents/carers to ensure they understand and can achieve tasks.
- liaise directly with specialist services on behalf of individual students by agreement with the Co-ordinator for Whole College Learning.
- encourage and promote inclusion in the classroom, ensuring all students feel involved with tasks and activities.

February 2026

. **Support for Teacher**

- keep accurate, up-to-date Support Notes clearly reflecting targeted support for student, curriculum and specialist agency liaison.
- contribute to reports on student progress and development against National Curriculum descriptors.
- contribute to the development of IEPs.
- contribute to the planning and evaluation of work plans for individual students and groups.
- provide feedback on learning activities and contribute to college review and development planning.
- organise the learning environment and develop appropriate classroom resources as required.
- contribute to behaviour management within the school and take charge of situations to allow the teacher to work with the rest of the class.

Support for the Curriculum

- enable students to develop their literacy and numeracy skills to improve attainment in all curriculum areas.
- provide additional tuition for students who need extra support with ICT, literacy or numeracy.
- arrange and deliver special classes for students to improve the range or quality of subjects offered as agreed with the Co-ordinator for Whole College Learning.
- provide targeted support to enhance learning and improve attainment.

Support for the School

- develop and maintain effective working relationships with other staff.
- contribute to the maintenance of a safe and healthy environment.
- attend and actively participate in staff meetings.
- contribute to the development of less experienced teaching assistants.
- act as a mentor for less experienced teaching assistants on best practice and methods of overcoming difficulties.

Trust Ethos

To play a full part in the life of the ELA Trust and College community, to support its distinctive vision and ethos and to encourage staff and students to follow this example.

To support the Trust in meeting its legal requirements for worship.

To promote actively the Trust's corporate policies.

To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.

Girton Glebe Primary School
Cambridge Road
Girton
Cambridge
CB3 0PN

February 2026

Safeguarding

To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust's Safeguarding/Child Protection policies.

To undertake regular safeguarding/child protection/prevent training, adult protection training as required by the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder may be required to carry out any other duties as directed, the responsibility level of any other duties not exceeding those outlined above.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.