



Job Description

Level 3 Teaching Assistant

Salary: Grade 3 – SCP 7-11 £22,711.44 - £24,207.30
39 weeks (TTO plus INSETS)

The governors and Headteacher of East Rainton Primary School wish to appoint a teaching assistant to work as part of our friendly, caring school. The post will be to support children across the school and is not limited to one year group.

Your duties will be to assist the class teacher with activities, give additional support to small groups or pupils on a one-to-one basis and support for pupils with SEND. Your numeracy and literacy skills must be of a good standard as you will be helping pupils with reading, writing and mathematics.

Main Duties

Support for the Teacher

- Assisting teaching staff in the monitoring, recording and evaluation of pupils progress, including providing feedback on observations undertaken.
- Assisting in the assessment of individual pupils.
- Liaising with the SENCO and teaching staff, to identify the needs of the pupils.
- Setting up and using equipment as required to maintain pupils' needs and support their participation in learning tasks and activities.
- Providing support to teachers in developing effective approaches to manage behaviour and discipline problem
- Assisting in the setting of behaviour targets.
- Assisting in compiling and maintaining pupils' records.
- Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
- Managing the planning and programming of specific educational activities for the pupils.
- Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

Support for the Pupil

- Working with pupils on individual targets set by a member of the teaching staff.
- Supporting all pupils included in a mainstream setting.
- Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
- Undertaking duties in connection with personal hygiene and welfare of pupils as directed by the teaching staff.
- Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the school pupils.

Support for the School

- Liaising with educational and health specialists, and outside agencies as required.
- Contributing to the whole School's Self Evaluation process.

General Requirements

- Attending and participating in training and development activities as required.
- Participating in schemes of assessment, professional development and review.
- Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
- In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.

- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Specific Duties

1. Work in the out of school club as required.
2. Supervise children during lunchtime as required.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check, medical checks and two references would be required.

East Rainton Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding board procedures.

Application forms and further details are available by sending an email to east.rainton.primary@schools.sunderland.gov.uk to whom completed applications should be returned.



Summary:

Contract Type: Fixed Term initially

Working Pattern: 37 hours full time – term time only (plus 5 INSET days)

Salary: Grade 3 SCP 7-11

Job Category: Schools - Teaching Assistant

Employment Location: East Rainton Primary School

Number of posts: 1

Closing date:

Friday 11th September 2026

Shortlisting:

Monday 14th September 2026

Interviews:

Wednesday 16th September 2026 (AM)

Further Information

East Rainton Primary School
School Road
East Rainton
Houghton-Le-Spring
DH5 9RA

Tel: 0191 553 6505

Email: east.rainton@schools.sunderland.gov.uk

Head Teacher: Mr M Churchill

Required: **September 2026**