



**Position:** Teacher & Learning Assistant (TA)  
**Salary Grade:** Scale 4  
**Contract:** Permanent TTO (32.5 hrs)  
**Start:** SEP 2025

**The school is our classroom, London is our school**

**Are you looking for an opportunity to join a supportive and dedicated team, committed to delivering an ambitious creative curriculum, actively seeking opportunities for learning beyond the classroom?**

“Pupils are proud to be members of this diverse school community” – Ofsted November 2024  
**The successful candidate will:**

- foster excellence and a love of learning
- share the school vision of education through the Arts and enriched cultural experiences
- want to be part of a team and show the commitment, drive and character to build a great school
- understand the requirements of the role and a willingness to be reflective and develop professionally
- recognise the habits of mind, attitudes and dispositions required for learning in the 21<sup>st</sup> century

**We can offer you:**

- ✓ a committed team in a creative, dynamic one-form entry school with an aspirational vision
- ✓ an outward facing school with a warm, diverse community at its centre
- ✓ work collaboratively with a range of other schools, including CPD, through our forward thinking ‘Maamulaha Schools’ Network’.
- ✓ work in an unbeatable location with strong partnerships across the ‘Knowledge Quarter’ adjacent to Kings Cross, a vibrant and developing inner city area
- ✓ benefit from excellent transport links

We strongly encourage you to visit the school, please call to book a visit on 020 7607 4115

**Position is currently recruiting; we welcome your application via school office**

**admin@robertblair.islington.sch.uk**

**Interviews:** TBC

Robert Blair is committed to the safeguarding the welfare of young people and expects all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references. This post falls under the requirements of the Childcare (Disqualification) 2009 Regulations. The successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.





**& Childrens Centre**

## **JOB DESCRIPTION**

**POST TITLE:** Teacher & Learning Assistant.

**GRADE:** Scale 4

**DEPARTMENT:** Schools

**RESPONSIBLE/REPORTING TO:** Class teacher & HLTA.

Robert Blair School committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

### **Primary Job function**

To assist in the provision of high quality, fully integrated care and education of children in our Early Years Setting. To work effectively in partnership with parents, senior and room leaders, and other early years educators in the team to maintain a safe and secure environment for the children.

### **Duties and Responsibilities**

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/Inclusion Lead/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. Support the programmes for teaching English and Mathematics through the delivery of intervention programmes to assist pupils to access the full curriculum. Be familiar with lesson plans, pupils targets, individual programmes and learning objectives.
5. Observe pupils' performance, and using the systems in place in the school, phase & class provide the teacher with feedback on pupil progress in relation to provision.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruptions as agreed in the school's Behaviour Management Policy.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.

8. Communicate and liaise with other members of school staff to ensure the most effective provision for pupils' academic, emotional and social development.
9. Under the direction of the Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
10. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of all pupils.
11. Supervise pupils in the playground, organising 7 facilitating play time activities.
12. Supervise pupils from assigned class during lunchtime experience through actively engaging and supporting their play.
13. Administer medicines as appropriate to children in assigned class in line with the school administration of medicines policy.
14. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' safeguarding, care, welfare and with the learning and play activities undertaken.
15. Under take any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

#### **Personal responsibilities**

1. Be aware of key school plans, policies and procedures, with particular regard to the School Development Plan, Health and Safety Procedures and Child Protection Procedures and the Staff Code of Conduct.
2. Take part in Performance Management in order to identify and agree professional development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be in aspects of English and/or Mathematics, Key Stage 3 Strategy, in behaviour management or particular areas of learning need. Training may be provided centrally or in school.
4. Attend staff meetings as required.
5. Be aware of the learning and physical needs of all of the pupils you support.
6. Respect the confidentiality of pupil information and respond appropriately to pupils' needs

## PERSON SPECIFICATION

**POST TITLE:** Teacher & Learning Assistant.

**GRADE:** Scale 4

**DEPARTMENT:** Schools

**RESPONSIBLE/REPORTING TO:** Class teacher & HLTA

<b>Service Area: Schools</b>		<b>Section:-</b>
<b>Designation:</b>		<b>Grade: Scale 4</b>
	<b>REQUIREMENTS</b>	
	<b>EDUCATION and EXPERIENCE</b>	
<b>E1</b>	<b>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C) (or by test).</b>	
<b>E2</b>	<b>Attend; induction training (for level 1 a willingness to attend); English and Mathematics training as appropriate and training relevant to the post.</b>	
<b>E3</b>	<b>Attend school training sessions.</b>	
<b>E4</b>	<b>Experience of working with children (either paid or unpaid capacity) preferably in an education setting</b>	
<b>E5</b>	<b>Hold NVQ level 2 or equivalent or other accredited qualification.</b>	
<b>E6</b>	<b>Working towards NVQ level 3 or equivalent accredited qualification.</b>	
	<b>KNOWLEDGE, SKILLS and ABILITY</b>	
<b>E7</b>	<b>Able to form and maintain appropriate professional relationships and boundaries with children and young people</b>	
<b>E8</b>	<b>Ability and willingness to work as part of a team</b>	
<b>E9</b>	<b>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</b>	
<b>E7</b>	<b>Ability to communicate effectively with a range of people.</b>	
<b>E8</b>	<b>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&amp;L (under direction)..</b>	
<b>E9</b>	<b>Ability to deal with sensitive information in a confidential manner.</b>	
<b>E10</b>	<b>Understanding of basic First Aid procedures.</b>	
<b>E11</b>	<b>Have an understanding of successful team working and the ability to work as part of a team.</b>	

<b>E12</b>	<b>A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service..</b>
<b>E13</b>	<b>A commitment to deliver services within the framework of the school's equal opportunities policy.</b>
<b>E14</b>	<b>Understanding of and commitment to work within the scope of school policies and procedures.</b>
<b>E15</b>	<b>Knowledge &amp; understanding of the school's health and safety policy.</b>
<b>E16</b>	<b>An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.</b>
<b>E17</b>	<b>An awareness of the learning and physical needs of the pupils.</b>
<b>E18</b>	<b>Ability to deliver NLS units to groups of pupils e.g. ALS, ELS, FLS.</b>