Diamond Hall Infant Academy

Teaching Assistant

Location:	Diamond Hall Infant Academy
Contract Type:	Fixed Term until 31.08.2027
Hours:	32.5 hours per week – Term Time Only plus INSET days (39 Weeks) 8.30 – 3.30 Monday to Friday
Salary:	NJC SCP 4-5 £26,016 - £26,427 (actual pro-rata salary: £19,568 - £19,877)
Required from:	January 2026

Diamond Hall Infant Academy is seeking a dedicated and compassionate Teaching Assistant to provide high-quality support for a child with complex physical needs, while also contributing to the learning and wellbeing of all children across the provision.

About the Role

This role involves working closely with one child who requires personalised physical and learning support. You will play a key part in enabling their access to the curriculum, promoting independence, and ensuring their safety throughout the school day.

Alongside this, you will be a valued member of the Reception year group team, supporting whole-class learning, small-group activities, and contributing to a positive, inclusive environment for every child.

From us, you will:

- Be part of a welcoming and supportive team
- Access to National terms and conditions of employment
- Access to the Local Government Pension Scheme
- Have recognised continued service in accordance with the modification order
- Have access to the Wisdom Wellbeing App offering discounts and access to wellbeing tools and personalised support.

Further information about Diamond Hall Infant Academy can be found on our website: www.diamondhallinfantacademy.co.uk. Completed application forms should be returned directly to the school by post or by e-mail to the School Business Manager at danielle.maddison@diamondhallinfantacademy.co.uk by the closing date and marked for the attention of Mrs L Park, Head Teacher.
Please note – only applications made on our application form will be accepted.

Visits to the school are welcomed, by appointment only or contact us for a discussion with the headteacher for more information on this position.

Closing date for applications:	Tuesday 8th December 2026 at 4pm
Shortlisting:	Wednesday 9th December 2026
Interviews:	Friday 11th December 2026

Job Description

Job Title: Teaching Assistant
Location: Diamond Hall Infant Academy
Hours: 32.5 hours per week – Term Time Only plus INSET days (39 Weeks)
Term: Fixed Term until 31.08.2027

Purpose of Job:

- To support and assist teachers, parents and children as part of a professional team to contribute to raising standards of children's achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the school's policies and procedures.

Key Responsibilities:

- **Individualised support** - Provide tailored assistance to a child with complex physical needs, including mobility, positioning, communication, and access to learning.
- **Inclusive classroom practice** - Support all pupils in the provision, adapting approaches to meet a wide range of learning needs.
- **Collaboration with staff** - Work closely with teachers, therapists, and external professionals to implement strategies and care plans.
- **Curriculum support** - Assist with delivering learning activities, ensuring every child can participate meaningfully.

Main Duties:

Support for the Teacher

- To assist in the preparation and reproduction of learning materials and the management of resources.
- To assist in the deployment and setting up of equipment and resources and making them ready for use in order to organise the teaching environment.
- To assist in the planning and set up of engaging, age-appropriate learning activities in a creative way.
- To oversee the care and cleanliness of the teaching environment, equipment, apparatus and materials.
- To assist in the preparation of and presentation of displays and the copying and duplication of teaching materials.
- To contribute to the assessment of children's progress and development as directed by the teacher through observations, basic record-keeping and discussion with the teacher (for example contributing evidence to the EYFS/KS1 planning and production of Support Plans).

Support for the Children

- To plan and resource areas of provision within the Classroom and Year Group environment.
- To observe, reflect and evaluate on learning seen.
- To contribute to learning profiles of children.
- To fully interact with children to support and further learning.
- To support children to carry out programmes/activities set by teaching staff.
- To interact with, question and give feedback to children in regard to learning objectives.
- To support all children in achieving the best possible outcomes.
- To maintaining awareness of children's needs and targets.
- To deliver specific interventions to small groups of children
- To assist in the provision of activities for the fullest development of the children which may involve work outside the school base and in the local community.
- To undertaking duties in connection with personal hygiene and welfare of children as directed by the teaching staff
- To apply a good level of understanding of SEN, as determined by the SEN Code of Practice.

Support for the School

- To assist in maintaining a safe environment for children and staff.
- To assist in the care and provision for children at lunchtime.
- To accompany teachers and classes on educational visits as required.
- To assist in the supervision of children during the day and in the outside learning environment/playgrounds/school grounds as required.
- To assist in ensuring that children adhere to the behaviour policy of the school and providing feedback to teaching staff and senior colleagues on the effectiveness of strategies used.
- To contribute to preparing reports on children as appropriate.
- To liaise with parents and other parties as required.
- Contributing to the whole School's Self Evaluation process.

Professional Values and Practices

- To have high expectations of all children; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- To treat children consistently with respect and consideration, and being concerned with their development as learners.
- To follow the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- To work collaboratively with colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help and advice from colleagues.
- To reflect upon and seek to improve personal practice.
- To work within schools policies and procedures and be aware of legislation relevant to personal role and responsibility in the school.
- To recognise equal opportunities issues as they arise in the schools and respond effectively, following schools policies and procedures.
- Build and maintain successful relationships with children, parents/carers and staff.

Confidentiality:

All employees are required to work in a confidential manner in all aspects of their work.

Additional Responsibilities:

- To attend meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.
- To be an effective role model for the standards of behaviour expected of children.
- To have due regard to and follow all safeguarding procedures
- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under Data Protection for the security, accuracy, and significance of personal data held electronically or in paper form.
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.
- To follow all policies and procedures within the Academy

Review and Amendments:

This job description is subject to annual review. It may be amended only after full consultation with the Head Teacher.

Personal Specification

Category	Essential	Method of Assessment
Application	1. Fully supported by references	Application
Experience/Education/ Training	2. Good level of relevant qualifications/experience (Level 3 equivalent or above). 3. Experience of supporting children with SEND needs 4. Good level of understanding of how young children learn and of child development. 5. Evidence of on-going commitment to own professional learning. 6. Evidence of good understanding of EYFS and Key Stage 1 curriculum.	Application Form Interview References
Work Related Skills/Knowledge	7. Good practitioner with commitment to Early Years practice 8. Able to support children aged 2-7 9. Able to demonstrate a good level of ability in supporting child-initiated learning. 10. Able to demonstrate a good understanding of early language development and to support children in their communication skills. 11. Able to demonstrate a good understanding of SEN practice. 12. Able to demonstrate a good level of knowledge in regard to supporting phonics/letters and sounds. 13. Able to demonstrate a practical ability to support children in the early stages of Reading. 14. Ability to initiate and contribute ideas and follow through in a practical way. 15. Ability to put into practice positive discipline approach 16. Ability to self-reflect and evaluate own practice. 17. Ability to communicate sensitively with parents 18. Ability to work within and contribute actively to a successful team. 19. Good level of interpersonal skills. 20. Developing ability of furthering children's learning linked to interests. 21. Ability to provide an exciting, attractive learning environment.	Application Form Interview References
Personal Attributes	22. Willingness and desire to commit to the ethos, life, policies and practices of the school. 23. A strong sense of responsibility and professionalism. 24. A commitment to young children with a passion for their learning and development.	Application Form References

Diamond Hall Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to be fully committed to our safeguarding policies and procedures, in accordance with Sunderland Local Safeguarding Board Procedures.

Pre-employment checks and references will be sought, and the successful candidate will need to undertake an enhanced DBS check.