



Job Description

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| Post: | Teaching Assistant (TA) |
| Hours of work: | 30 hours per week, Term Time Only (39 weeks), 1 INSET Day |
| Working pattern: | Monday to Friday: 8.15am – 3.00pm 8.15am – 4.15pm x1 day (1 hour training from 3.15pm) 8.15am – 3.40pm x1 day (40min intervention from 3.00pm) Includes unpaid breaks in line with school – 1hour 5min (break and lunch) |
| Reporting to: | Deputy SENCo |

Job Purpose

To support class teachers in raising the learning and attainment of students by assisting in the delivery of lessons, facilitating access to the curriculum, and promoting student independence, self-esteem, and social inclusion. The Teaching Assistant plays a key role in enhancing the educational experience by working with students individually or in small groups, helping them engage in learning activities, and ensuring they experience a sense of achievement. This role also involves supporting classroom management, contributing to assessment and feedback processes, and fostering a positive and inclusive learning environment.

Main Responsibilities

Teaching and Learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at students achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe student performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Use ICT skills to advance students' learning
- Undertake any other relevant duties given by the class teacher

Planning:

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of student performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and students, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of students to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by teachers
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the students they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety:

- Promote the safety and wellbeing of students, and help to safeguard students’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
- Look after children who are upset or have had accidents

Professional development:

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all students in the school
- To undertake compulsory Child Protection/PREVENT Training as directed by the school

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

This job description is current at the date shown, 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 role and the grade.

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Name:

Signature:

Date: