

Job Title: Teaching Assistant

Reports to: Class Teacher / Phase Leader / SENCo

Responsible for: Supporting teaching, learning, and pupil welfare

Starting Grade: Support C Scale point 05

Hours: 26.25 hours / 39 weeks per year

Additional Requirements: Attendance at all INSET Days each academic year

Purpose of the Job

- To support the professional work of teachers by contributing to high-quality teaching and learning across the school.
 - To promote the development, progress, and wellbeing of pupils through targeted support, both within and outside the classroom.
 - To assist in preparing, maintaining, and organising learning environments and resources that facilitate effective learning.
 - To foster positive attitudes towards learning, encouraging pupils to develop independence and resilience.
 - To contribute to the safeguarding, inclusion, and pastoral development of all pupils.
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Supervision Arrangements

Teaching Assistants work under the direction and supervision of the class teacher or other designated staff member. The level of supervision will vary depending on the nature of the task, pupil needs, and staff experience. Teachers retain responsibility for the planning and oversight of all teaching and learning activities.

Major Responsibilities

- To provide learning and pastoral support for pupils across EYFS/KS1/KS2 as directed.
- To support the delivery of planned learning activities and interventions under teacher guidance.
- To prepare, adapt, and organise resources and learning environments to support teaching.
- To help maintain high standards of behaviour, welfare, and engagement in line with school policies.

- To contribute to assessment processes through observation, recording, and feedback.
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Duties

Supporting Teachers

- Assisting in the preparation, organisation, and maintenance of learning environments and resources across EYFS/KS1/KS2.
- Preparing materials and equipment required for lessons and activities.
- Supporting the implementation of lesson plans by reinforcing learning objectives and adapting tasks where necessary.
- Observing, monitoring, and recording pupil responses and progress against planned objectives.
- Providing accurate and timely feedback to teachers regarding pupil progress, behaviour, and any concerns.
- Supporting the management of pupil behaviour by implementing agreed strategies that promote self-regulation and independence.
- Assisting with the administration of tests and assessments as directed.
- Supporting communication with parents where appropriate, under the direction of teaching or senior staff.
- Monitoring and logging any safeguarding concerns through CPOMS or direct reporting to a Designated Safeguarding Lead.

Supporting Pupils

- Establishing positive, supportive, and respectful working relationships with pupils.
- Supporting individuals and small groups to access learning and make progress.
- Promoting the inclusion of all pupils, recognising and responding to diverse needs.
- Encouraging cooperative learning, engagement, and active participation in lessons.
- Supporting pupils' emotional, social, and behavioural development.
- Providing appropriate encouragement, feedback, and support to promote self-confidence and independence.

- Assisting pupils with personal care tasks when required, following training and policy guidelines.

Supporting the Curriculum

- Implementing structured interventions, group activities, and differentiated tasks under teacher supervision.
- Supporting the delivery of local and national learning strategies as directed.
- Making effective use of outdoor learning opportunities within relevant risk assessments.
- Supporting pupils' use of ICT to enhance learning and develop digital competence.
- Preparing, adapting, and clearing away learning materials and equipment.
- Supporting the use of specialist equipment or resources for pupils with SEND, following guidance from teachers or the SENCo.

Supporting the School

- Complying with school policies relating to safeguarding, health and safety, confidentiality, behaviour, equal opportunities, and data protection.
- Promoting and supporting a culture of inclusion, ensuring all pupils have equal access to learning and enrichment opportunities.
- Contributing to the wider ethos, aims, and activities of the school across all phases (EYFS/KS1/KS2).
- Communicating effectively and professionally with colleagues, external agencies, and professionals when appropriate.
- Participating in training, professional development, and performance management processes.
- Supporting extra-curricular, pastoral, or enrichment activities as directed, including out-of-school learning events.
- Reflecting on individual strengths and areas for development and using these to support colleagues and enhance pupil outcomes.

General Notes

This job description outlines the main duties and responsibilities of the post. It is not exhaustive and may be amended as required by the Head Teacher to meet the changing needs of the school.