

JOB DESCRIPTION

Role Title	Department	Reports to
Teaching Assistant	Pupil Support	Classroom Teacher/ Headteacher

PURPOSE

To provide general support to students within the classroom, both individually and in small groups, assisting in their learning and development. The role may involve providing additional one-to-one support for students who require extra assistance, helping them to meet their educational potential and develop key skills. This job description outlines the main responsibilities of the role and is not an exhaustive list of all duties. The school reserves the right to amend this job description as required.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

- Assist in supporting students' learning, helping them engage with lessons and achieve their academic potential.
- Work with students individually or in small groups to address learning needs, providing additional support where necessary.
- Help students understand instructions, manage tasks, and stay on track with their work.
- Encourage positive behaviours and relationships, supporting students in their social and emotional development.
- Provide one-to-one support for students who require extra assistance with learning, behaviour, or personal development.
- Support the creation of learning materials, setting up activities, and ensuring a well-organised and positive classroom environment.
- Observe students' progress, noting achievements and areas of need, and contribute to discussions on how to support further development.
- Work collaboratively with teachers and other staff to track and review student progress.
- Liaise with parents and carers to provide updates on students' development and address concerns as needed.
- Help with administrative tasks, including maintaining student records, preparing lesson resources, and organising classroom materials.
- Foster an inclusive classroom atmosphere where all students feel valued, engaged, and supported.

PERSON SPECIFICATION

Qualifications/Training	<ul style="list-style-type: none"> • GCSE grade C or above in English and Maths, or equivalent (Essential) • Level 3 Teaching Assistant Qualification (Desirable) • First Aid Training (Desirable)
Knowledge/Experience	<ul style="list-style-type: none"> • Previous experience of working in a school (Desirable) • Excellent interpersonal skills with people of all ages (Essential) • Experience of working with SEN students (Desirable) • Able to demonstrate knowledge of a range of learning difficulties (Desirable) • Able to demonstrate an interest in professional development (Essential) • Good IT, organisational and administrative skills (Essential)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Has a desire to help young people achieve their potential (Essential) • Ability to use own initiative and to know when to use this (Essential) • Able to support teachers in setting clear expectations of behaviour (Essential) • Enthusiastic about this role (Essential) • Has a willingness to develop and undertake appropriate courses (Essential)
Particular aptitude/Personal skills required	<ul style="list-style-type: none"> • Excellent interpersonal skills with people of all ages. (Essential) • Versatile, flexible and enjoys working as part of a team. (Essential) • Has a desire to help young people achieve their potential. (Essential)

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: