



BIRCH HILL

PRIMARY SCHOOL AND NURSERY

JOB DESCRIPTION

Role

Teaching Assistant

Grade

Grade 4, SCP 7–11

Purpose

To support the class teacher or phase leader in delivering effective teaching, learning and pastoral provision for individual students, groups and the class as a whole. The postholder will work under the direction of teaching colleagues to support students across all areas of learning, including during off-site visits, and will provide appropriate physical and general care to meet students' learning, social, educational and emotional needs while maintaining a strong commitment to safeguarding and promoting their welfare.

Staff Responsibilities

No line management responsibility. Staff group: none.

Deployment

Fixed-site within the employing Trust school, with occasional cross-Trust support in accordance with the requirements set out under Supporting Maiden Erlegh Trust.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Teaching and Learning: support the planning, preparation and delivery of learning activities so that students can engage effectively and make progress; Assessment: observe, assess, record and report students' learning, achievements and difficulties, contributing to the identification of appropriate next steps; Behaviour Management and Student Wellbeing: promote positive behaviour, safeguard students' welfare and provide appropriate personal care, supervision and support; Pastoral and Inclusion: respond to individual needs, promote equality of opportunity and support students' social, emotional and educational development; Trust Culture: work



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collaboratively with colleagues, families, professionals and other stakeholders while following school and Trust policies, procedures and expectations; Other: undertake administrative, supervisory and related duties that support the effective operation of the school.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

The postholder will maintain effective communication with the class teacher, phase leader, SENCO, parents and carers and relevant external agencies, sharing information appropriately to support students' learning, welfare and development.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Liaise with the class teacher or phase leader regarding planned programmes of work for each session or school day.
- Work under the direct instruction of teaching colleagues to support individual students, groups and the whole class across all learning areas.
- Encourage students' interaction with and engagement in adult-led learning activities.
- Support and supervise students during lessons in accordance with relevant local and national learning strategies, including the Early Years Foundation Stage Framework and Development Matters where applicable.
- Work with students individually or in groups according to their identified needs and the planned learning activity.



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- Support students to achieve agreed targets identified through individual education plans or other individual plans.
- Liaise with the class teacher or phase leader regarding individual plans and the support required to meet each student's needs.
- Under the direction of the class teacher, phase leader or SENCO, contribute to the development and implementation of individual plans, including advice provided by other professionals, and attend relevant meetings where required.
- Prepare and routinely maintain classroom materials, resources and displays; support students in using resources; clear resources following activities; and display students' work.
- Organise learning opportunities during playground, lunchtime or other supervision periods as agreed with the appropriate line manager.
- Facilitate games, clubs and activities that provide varied and stimulating opportunities for learning and development during playtimes and lunchtimes.
- Participate in activities and play with or alongside students to model appropriate behaviour, build positive relationships and promote social, emotional and educational learning

Assessment

- Maintain regular dialogue with the class teacher or phase leader regarding students' progress and any perceived difficulties in meeting learning objectives, including through the completion of feedback records where required.
- Work within key-worker groups to track students' progress, identify appropriate next steps and maintain students' learning journeys.
- Observe students' challenges, learning needs and achievements and report relevant information to the class teacher or phase leader.
- Under the direction of the class teacher, phase leader or SENCO, support the review of students' progress by maintaining appropriate records of achievement and contributing to the identification of future targets.



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- Undertake student record keeping and gather and report information from and to parents and carers as required.
- Contribute to the monitoring of students' learning, social and emotional development through accurate observation, assessment and record keeping.

Behaviour Management and Student Wellbeing

- Provide for students' welfare and personal care, individually and in groups, and take appropriate steps to maintain their safety.
- Administer medicines and provide intimate care, including changing nappies, where required and in accordance with relevant policies, procedures, training and individual care arrangements.
- Support the class teacher or phase leader in managing behaviour, reporting and recording difficulties or incidents as appropriate.
- Identify and celebrate positive behaviour and students' adherence to school expectations and codes of conduct.
- Apply preventative strategies to minimise negative behaviour.
- Implement agreed rewards and sanctions in accordance with school policy.
- Record incidents that require recognition, follow-up or sanction.
- Follow school policy in relation to racist behaviour, including reporting incidents in writing to the Headteacher.
- Promote positive learning behaviour and social behaviour in accordance with school policy.
- Support students to develop social and emotional skills that enable them to become increasingly autonomous learners
- Assist students in preparing for lunch, including handwashing and other appropriate routines.
- Follow procedures for wet play, lunchtimes and other supervised periods.
- Monitor students' activities before, during and after meals to minimise risks to students and others.



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- Assist with preparing for and tidying following lunchtime, playtime and other supervised activities.
- Take an active role in promoting the school's values during playtimes and lunchtimes.
- Assess the seriousness of accidents, incidents or dangerous occurrences, take appropriate remedial action and summon senior colleagues where necessary.
- Act appropriately in an emergency and administer first aid within the limits of the postholder's training.
- Exercise appropriate control and remove students from sources of danger when necessary.
- Record accidents, incidents and other relevant information in the appropriate school logs.

Pastoral and Inclusion

- Promote inclusion, act as a positive role model and remain aware of and responsive to students' individual needs.
- Provide appropriate physical and general care and support students' learning, social, educational and emotional needs.
- Ensure equality of opportunity, race equality and inclusion in all aspects of the role.
- Support and supervise students in and outside the classroom, including during playtimes, lunchtimes and off-site visits.
- Promote positive relationships and model respectful, appropriate and inclusive interactions.
- Work with parents, carers and relevant professionals to share appropriate information and support consistent provision for students.
- Implement professional advice and agreed strategies to support students with special educational needs, challenging behaviour or other identified needs.
- Maintain confidentiality and handle personal and sensitive information appropriately.
- The requirements relating to equality of opportunity, race equality and inclusion have been consolidated from repeated legacy duties



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Trust Culture

- Contribute to the overall aims and targets of the school and support its direction as set out in the School Improvement Plan.
- Appreciate and support the roles of other members of the school and Trust team and attend relevant meetings as required.
- Work in accordance with the school's ethos, recognising the role as a learning role in which colleagues and students continue to develop socially, emotionally and educationally.
- Comply with school and Trust policies and procedures relating to child protection, safeguarding, health and safety, welfare, security, confidentiality and data protection.
- Report safeguarding, welfare, health and safety, security, confidentiality or data protection concerns to the appropriate person.
- Follow the school's procedures in the event of an accident, emergency or dangerous occurrence.
- Undertake relevant training and participate in appraisal and professional development.
- Meet regularly with the agreed line manager.
- Work collaboratively and professionally with colleagues and contribute positively to the wider life and work of the school.

Other

- Provide clerical and administrative support, including photocopying, typing, filing and collecting money, where required.
- Undertake playground, lunchtime and other student supervision duties as directed.
- Support off-site visits and activities under the direction of teaching colleagues.
- Prepare, organise, maintain and clear learning resources, classroom materials and displays.
- Attend meetings with colleagues, parents, carers or other professionals where required and appropriate to the role.
- Undertake other duties that are compatible with the nature and level of the post.



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- Recognise that this job description provides an overall view of the role and is not necessarily an exhaustive statement of every duty that may be required.

Other requirements and responsibilities

The postholder must maintain a strong commitment to safeguarding, equality and the promotion of the welfare of children and young people. They must share the Trust's high expectations for students and colleagues and support everyone to reach their full potential.

The postholder must comply with all relevant school and Trust policies, procedures and statutory requirements, including those relating to safeguarding, child protection, health and safety, welfare, security, confidentiality, equality and data protection.

The postholder must undertake duties involving the administration of medicines, intimate care or first aid only where authorised, appropriately trained and acting in accordance with relevant policies, procedures and individual plans.

The postholder must participate in appropriate training, appraisal, professional development and regular supervision meetings and maintain a flexible approach to the needs of the school and its students.

Appointment is subject to satisfactory employment checks, references and an enhanced Disclosure and Barring Service check.