

# **Job Description - Teaching Assistant**

## **Reports to:**

Executive Headteacher, Executive Deputy Headteacher  
or Senior Teacher

## **Purpose of the role:**

- To work under the instruction of teaching/senior staff to support access to learning for all pupils.
- To give support for SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities, as required.
- To provide general support to the teacher in the management of pupils in the classroom and/or for the safety, welfare and good conduct of pupils during breaks including SEN pupils.

## **Support for Pupils:**

- Provide specialist support to pupils with barriers to learning or to extend learning on a one to one basis, in a small group or in or out of the classroom or in the nurture room.
- Provide feedback to pupils under the guidance of the teacher and school policy.
- Follow school behaviour policy to support pupils to make positive choices.
- Support pupils in their social and environmental wellbeing and reporting any problems to the teacher as appropriate.
- Establish good relationships with pupils, acting as a role model.
- Respond appropriately to the individual needs of pupils including if required to attend to any personal needs.
- Encourage pupils to interact with each other and engage with the teacher.

## **Support for Teachers:**

- Provide feedback to teachers in relation to progress and achievement.
- Assist with the display of pupil's work.
- Record basic pupil data if required to do so.
- Prepare the classroom as directed in readiness for lessons and clear at the end of the lesson/day.
- Assist with escorting pupils on educational out of school visits.
- Support the teachers in managing pupil behaviour under school policy guidance.
- Provide any clerical/admin support for the teacher including photocopying, reprographics.
- Supervise pupils during break and lunch.

## **Support for the curriculum:**

- Prepare, maintain and use equipment/ resources required to meet learning needs of the pupils.
- Be prepared to undertake relevant training.

- Work with school IT programmes to support learning.
- Stay up to date with changes and new guidance as directed by the teacher.

**Support for the school:**

- Be aware of, and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities.
- Attend relevant meetings and training as required.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher or Senior teacher.
- Participate in the staff review and development appraisal process.

**Essential qualifications:**

- Good literacy and maths skills (minimum C/4 GCSE in Maths and English).
- Patience
- Empathy
- A passion for helping children
- A great sense of humour
- Ability and desire to work as part of a team

**Desirable qualifications:**

- Experience of similar work would be useful but personality is more important.