



JOB DESCRIPTION

Teaching Assistant

Grade

Grade 4, spinal point 7–11

Purpose

The Teaching Assistant supports the delivery of high-quality teaching and learning by working with teachers to enable individual students and small groups to access the curriculum. The postholder supports students to engage in learning, develop independence and achieve their potential by responding to individual learning, SEND and behavioural needs, using agreed strategies and resources to enable meaningful participation and progress within the classroom environment.

Staff Responsibilities

No line management responsibility. The postholder works within the support staff group and may support different classes, subjects, year groups or learning environments as directed to meet student needs and support effective curriculum delivery.

Deployment

Deployment expectations: cross-school across Trust Schools as directed.

Financial Accountability

No budgetary responsibility.

Key accountabilities

The postholder contributes to effective teaching and learning by supporting teachers to deliver learning activities that enable students to engage with the curriculum, build confidence and independence, and make progress in line with their individual needs and targets; supports the monitoring and development of student learning by observing engagement, identifying barriers to learning and providing feedback to teachers to inform responsive teaching approaches and



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support strategies; contributes to a positive and inclusive learning environment by modelling high expectations, supporting behaviour routines and encouraging respectful relationships that promote engagement and wellbeing; works collaboratively with teachers, SEND colleagues and other colleagues to support students with additional needs, ensuring agreed support strategies are implemented so students can participate fully in learning activities and access inclusive learning.

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.

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 daily with the class teacher to understand lesson objectives, planned activities and student support needs in order to assist students in accessing learning tasks.
- Work with individual students or small groups to clarify instructions, support understanding and encourage independent learning.
- Support students to use learning resources, equipment and materials appropriately during lessons.
- Check student understanding during lessons and provide timely assistance where required, which may include reading aloud, scribing, recording homework or using visual and verbal prompts to support engagement.



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- Move confidently around the classroom to support a range of students, encouraging engagement, independence and pride in their work to reinforce high expectations for learning.
- Encourage students to contribute to lessons through discussion, questioning and participation in learning activities.
- Use questioning techniques to stimulate curiosity and support students in developing inquiry and thinking skills.
- Provide constructive feedback to students to support improvement and reflection on their learning.
- Support the delivery of educational programmes, including the development of reading, writing, spelling and listening skills, under the direction of the teacher.
- Demonstrate subject knowledge appropriate to the learning activity and support teacher delivery of lesson content.
- Support students during homework clubs, subject support sessions or other learning activities where required.

Assessment

- Observe student engagement and understanding during lessons and share feedback with the teacher regarding progress, achievements or concerns.
- Assist in monitoring student learning and recording observations or outcomes where directed by the teacher or SEND colleagues.
- Contribute to the assessment of student learning by supporting activities that allow teachers to gather evidence of progress and develop an accurate understanding of student learning needs.

Behaviour Management and Student Wellbeing

- Establish positive and productive relationships with students, acting as a role model and promoting high expectations of behaviour.
- Support classroom discipline by reinforcing the teacher's expectations and behaviour standards.
- Assist with the implementation of behaviour management strategies and classroom routines as directed by the teacher to maintain a safe and purposeful learning environment.



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- Encourage respectful, cooperative and courteous behaviour among students during learning activities.
- Participate in duty rotas or supervision activities as directed by the SEND Manager or SENCO.

Pastoral and Inclusion

- Support students with SEND or additional learning needs through agreed strategies and interventions directed by the SENCO or SEND Manager.
- Work with individual students or small groups to deliver targeted interventions that support learning and development.
- Assist students to develop confidence, resilience and independence in their learning.
- Support students in examinations or assessments as a reader, scribe or prompt where directed by the SENCO or SEND Manager [**NOTE: needs review**].

Trust Culture

- Promote the values, ethos and expectations of Maiden Erlegh Trust through professional conduct and collaborative working with colleagues.
- Contribute to the wider life of the school through participation in activities that support students' personal development where appropriate.
- Work constructively with teachers and colleagues to support a positive, inclusive and respectful learning environment and strengthen collaborative professional practice.

Other

- Prepare and organise learning resources or materials required for lessons or learning activities.
- Lead or support small intervention groups as directed by the SENCO or SEND Manager.
- Contribute to extra-curricular activities where appropriate and as directed.
- Undertake other duties that reasonably fall within the scope of the role following consultation with the postholder.



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Other requirements and responsibilities

- The postholder must comply with all Trust policies and procedures, including safeguarding, child protection, behaviour, GDPR, health and safety, and acceptable use policies.
- The postholder must promote and safeguard the welfare of children and young people and report any safeguarding concerns in line with Trust safeguarding procedures.
- The postholder must maintain confidentiality in relation to students, colleagues and Trust matters.
- The postholder must participate in professional development, training and appraisal processes as required.
- The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with the postholder.
- All posts require satisfactory employment checks, references and an enhanced Disclosure and Barring Service check. Leadership roles require a Section 128 check where applicable.