



JOB DESCRIPTION

Teaching Assistant

Pay Level: 2a (Points 3-4)

Salary Range: £12.45ph - £12.65ph pro rata

Hours: 32.5hrs pw

RESPONSIBLE TO: Headteacher/Classroom Teacher

Main Purpose of the Role

To work in partnership with the Headteacher, class teachers and colleagues to provide high quality learning experiences that enable all pupils to achieve their full potential. The Teaching Assistant will support pupils' academic, social, emotional and physical development, contributing to a safe, inclusive and nurturing learning environment.

Teaching and Learning

- Work as part of the teaching team to support high quality learning across the curriculum.
- Collaborate with the class teacher to support the planning, preparation and delivery of learning activities.
- Support the assessment of pupils' learning by providing feedback on progress, attainment and engagement.
- Adapt learning resources and activities to meet the needs of individuals and groups.
- Lead intervention groups or provide one-to-one support as directed by the class teacher or SENDCo.
- Deliver intervention programmes with fidelity and maintain appropriate records of pupil progress.
- Encourage pupils to become independent, resilient learners with high aspirations.
- Support pupils to access learning through questioning, explanation and encouragement.
- Prepare, organise and maintain classroom resources and learning environments.
- Help create attractive displays that celebrate learning and support the curriculum.
- Supervise whole classes or deliver pre-planned learning during teacher release time or short-term absence, under the direction of a qualified teacher.

SEND and Inclusion

- Support pupils with Special Educational Needs and Disabilities (SEND) to access learning alongside their peers.
- Implement provision plans, individual support plans and Education, Health and Care Plans (EHCPs) where appropriate.
- Support pupils with medical, sensory or physical needs in accordance with agreed plans.
- Promote equality, diversity and inclusion, ensuring every pupil feels valued and respected.
- Support smooth transitions throughout the school day and at key stages of education.

Behaviour and Pastoral Care

- Promote pupils' emotional well-being through positive relationships and consistent routines.
- Use positive behaviour strategies in line with the school's Behaviour Policy and Therapeutic Thinking approach.
- Encourage positive behaviour, cooperation, resilience and respect.
- Be vigilant in recognising and responding to safeguarding or welfare concerns, following school procedures and recording concerns accurately and promptly.
- Support pupils' personal development, self-care, organisation and independence.
- Help pupils develop positive friendships and social skills.
- Identify and report any safeguarding or welfare concerns immediately in accordance with school procedures.

Care and Supervision

- Provide care and promote the well-being of all children throughout the school day.
- Support children at the beginning and end of the school day.
- Supervise pupils during lunchtime, assisting with meals where appropriate and promoting safe, inclusive play.
- Support outdoor learning and play opportunities.
- Administer first aid where appropriately trained.

Communication and Partnership Working

- Work collaboratively with teachers, the SENDCo, senior leaders and external professionals.
- Communicate professionally with parents and carers under the guidance of the class teacher or senior leaders.
- Maintain accurate records relating to interventions, observations and pupil support.
- Contribute to meetings where appropriate.

Wider School Responsibilities

- Accompany pupils on educational visits.
- Support clubs, enrichment activities and wider school events where appropriate.
- Maintain safe, organised and stimulating learning environments.
- Report health and safety concerns promptly.
- Act as a positive role model for pupils through professional conduct, appearance and behaviour.
- Demonstrate flexibility in supporting different classes and areas of the school as required.

Professional Responsibilities

- Maintain confidentiality and professionalism at all times.
- Participate fully in appraisal and professional development.
- Attend staff meetings, INSET days and relevant training.
- Keep knowledge and skills up to date through continuous professional development.
- Promote the school's vision, values and ethos in all aspects of school life.
- Complete all safeguarding training and maintain up-to-date knowledge of Keeping Children Safe in Education and school safeguarding procedures.

All Staff Will

- Promote equality of opportunity and inclusion.
- Follow safeguarding and child protection policies and procedures at all times and report concerns immediately in line with statutory guidance.
- Contribute to priorities identified within the School Improvement Plan.
- Promote positive attitudes, behaviour and high expectations.
- Contribute to the smooth day-to-day running of the school.
- Respond professionally to concerns raised by parents, staff or pupils.
- Work collaboratively with colleagues, governors and external agencies.
- Celebrate the achievements of pupils and staff.
- Actively promote the school within the wider community.
- Demonstrate integrity, professionalism and discretion in all aspects of their work.

General

This job description is not intended to be an exhaustive list of duties. It outlines the main responsibilities of the post and may be reviewed in consultation with the postholder to reflect the changing needs of the school.

The postholder will be expected to undertake any other duties commensurate with the grade of the post, as may reasonably be required by the Headteacher, and to work collaboratively with colleagues to secure the best possible outcomes for all pupils.



Eversholt Lower School is fully committed to safer recruitment.