



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

Headteacher: Mrs Helen Watson

Telephone (01865) 372323

Website: www.dr-souths.co.uk

Temporary Teaching Assistant Job Description – Grade 4

This role is temporary until the end of the academic year (January 2026 – July 2026) as a specifically funded post due to a projected increase in hours needed.

Responsible to:

- Headteacher.
- Teachers.

Main purpose:

To work under the direction of the classroom teacher to support the learning of groups of and/or individual pupils. Teaching assistants at Dr. South's are a highly valued and important part of the teaching team and would be expected to work in line with our teaching and learning policy. This would include supporting the class teacher to manage the behaviour of pupils and ensure that teaching and learning is effective. This role will involve working as a 1:1 Teaching Assistant supporting SEND pupils as well as general classroom support or leading interventions. The role also includes a daily lunch duty.

Duties and responsibilities

- To support the learning of individuals or groups of pupils
- To establish good relationships with pupils, acting as a role model and being aware and responding appropriately to individual needs
- To encourage pupils to interact with others, and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate
- To ensure the health and safety and good behaviour of pupils at all times
- To prepare and use specialist equipment/resource/materials as required by staff/curriculum/lesson plans
- To help create and maintain a purposeful, orderly and productive working environment
- To ensure total commitment to Safeguarding and Child Protection procedures that are followed, reporting all concerns to the headteacher.

Working in our school team

- To understand and support school policies for communicating with parents and carers; care and well-being of pupils and school policy for confidentiality
- To be aware of and comply with policies and procedures related to child protection, health, safety and security and data protection, reporting all concerns to the headteacher.

- To be aware of and support all children and ensure all pupils have equal access to opportunities to learn and develop
- To contribute to the overall ethos, work and aims of the school
- To appreciate and support the roles of other professionals
- To attend relevant meetings as required during the school day
- To participate in training and other learning activities and performance development as required
- To prepare learning resources as required
- Raise any concerns with the appropriate member of staff in a timely manner.
- Supervise children at lunchtime
- Run clubs as appropriate
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To undertake agreed learning activities/ teaching programmes for individuals or groups of children e.g., intervention programmes
- To assist with the supervision of pupils out of lesson time as necessary for their safety
- Be proactive in matters relating to health and safety.
- Maintain appropriate confidentiality about children and the school.
- Be publicly supportive of the school and its staff at all times

The school is committed to safeguarding and promoting the well- being and safety of all pupils and expects staff to share this ethos. Enhanced DBS checks are required for this post.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken , commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out. This job description may be amended at any time in consultation with the postholder.