



## Little Houghton CE Primary School

### Teaching Assistant Job Description

#### Purpose of the Role

To support teaching and learning across the school by working under the direction of the class teacher and/or SENDCo to enable all pupils, including those with special educational needs and disabilities (SEND), to access the curriculum, make progress, and develop independence within a safe and inclusive environment.

#### Key Features of the Role

- To work under guidance to support pupils' learning, including those with SEND, adapting support to meet individual needs
- To promote inclusion, independence, and engagement for all pupils
- To provide general classroom, organisational, and administrative support
- To contribute to the observation, monitoring, and recording of pupil progress
- To work collaboratively with staff, parents/carers, and external professionals

#### Roles and Responsibilities

##### 1. Supporting Teaching and Learning

- Support pupils' learning in the classroom, working with individuals and small groups to reinforce and adapt learning activities planned by the teacher
- Deliver structured interventions and targeted support programmes under the guidance of the teacher or SENDCo
- Adapt resources and activities to meet the needs of pupils, including those with SEND, EAL, or additional needs
- Promote pupils' independence, resilience, and engagement in learning
- Support the development of pupils' literacy, numeracy, communication, and social skills
- Use effective questioning and feedback to support learning and understanding
- Assist in the preparation and organisation of the learning environment, including displays and resources
- Support the use of ICT and other learning resources

##### 2. Supporting Pupils' Personal Development and Wellbeing

- Promote positive behaviour in line with the school's behaviour policy
- Support pupils' emotional wellbeing and help them to develop self-regulation skills
- Assist with transitions throughout the school day
- Support pupils with personal care needs where required, in line with school policy and appropriate training
- Supervise pupils during breaktimes, lunchtimes, and other non-classroom activities as directed
- Ensure the safety and welfare of pupils at all times

### **3. Supporting SEND and Inclusion**

- Work closely with the class teacher and SENDCo to support pupils with additional needs, including implementing EHCP targets and provision where appropriate
- Use appropriate strategies (e.g. visual supports, structured routines, communication systems) to support pupils' access to learning
- Contribute to reviews of pupil progress, including EHCP reviews where appropriate
- Support inclusive practice to ensure all pupils can participate in school life

### **4. Monitoring Assessment and Feedback**

- Observe, monitor, and record pupil progress and engagement
- Provide timely and accurate feedback to the teacher on pupil achievement, behaviour, and wellbeing
- Support pupils in understanding feedback and next steps in their learning
- Maintain accurate records where required, ensuring confidentiality at all times

### **5. Working with Staff and Other Professionals**

- Work collaboratively with teachers, support staff, and the wider school team
- Liaise with parents/carers as directed by the teacher
- Engage with external professionals (e.g. speech and language therapists, educational psychologists) as appropriate
- Attend relevant meetings, including team meetings and training sessions

### **6. Administrative and Organisational Support**

- Prepare, organise, and maintain classroom resources and equipment
- Undertake general clerical tasks such as photocopying, filing, and preparation of materials
- Monitor and report on resource levels where appropriate

### **7. Safeguarding and Professional Responsibilities**

- Adhere to all school policies, including safeguarding, child protection, health and safety, behaviour, and equality
- Promote and safeguard the welfare of children in line with *Keeping Children Safe in Education*
- Maintain appropriate professional boundaries and confidentiality at all times
- Participate in ongoing professional development and training, including safeguarding and SEND

### **Working Environment**

- The role may involve working both indoors and outdoors, including playground supervision in varying weather conditions
- The post holder may be required to support pupils with personal care needs, including toileting and hygiene, in line with school procedures and training
- The role may involve supporting pupils who are unwell or distressed