

Waingroves Primary School

JOB DESCRIPTION



Title of Post:	Teaching Assistant
Responsible to:	Headteacher
Hours:	23hrs 25mins per week, 39 weeks per year
Working Pattern:	To be agreed
Salary:	Grade 7

The Governing Board are looking to appoint two Teaching Assistants on a permanent contract.

OVERALL PURPOSE OF THE POST

To work closely with class teachers and other professionals to support pupils in accessing high-quality learning, particularly those with additional needs. You will help foster curiosity, independence and confidence in our children, while upholding the school's values and commitment to inclusion.

MAIN DUTIES AND RESPONSIBILITIES

1. Supporting Learning and Inclusion

- Work collaboratively with teachers to deliver engaging and inclusive learning activities.
- Support individuals and groups to access learning, including those with SEND, EAL, or requiring additional emotional or academic support.
- Use a range of strategies and resources to remove barriers to learning and promote participation.
- Encourage children's independence and resilience.

2. Building Positive Relationships

- Develop warm, professional relationships with pupils, acting as a positive role model.
- Promote respectful behaviour, supporting the school's positive behaviour policy.
- Communicate effectively with parents, staff, and external agencies where appropriate.

3. Monitoring and Supporting Progress

- Observe, assess and record children's responses to learning as directed by the teacher.
- Provide timely feedback to pupils and staff.
- Assist with the development and implementation of individual support plans (e.g. EHCPs, IEPs, behaviour plans).

4. Wellbeing and Safety

- Support the emotional development of children, providing encouragement, regulation and reassurance.
- Maintain a safe and calm learning environment, responding to incidents in line with safeguarding and health & safety policies.
- Administer basic first aid when needed and report concerns appropriately.

5. Supporting the Classroom

- Prepare, organise and maintain learning resources and spaces.
- Support the use of technology to enhance learning.
- Accompany classes on visits and outdoor learning experiences.
- Assist with classroom routines and contribute to the wider life of the school.