



Job Description

1:1 Teaching Assistant

Main purpose and scope of the post

To work under the guidance and instruction of Headteacher, teaching staff and SENCO to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Roles and Responsibilities

- ☒ Safeguard the welfare and health and safety of the children when in school and when participating in off-site activities in accordance with the school's Child Protection Policy and 'Keeping Children Safe in Education' 2025.
- ☒ Supporting the delivery and supervision of learning. Taking into account any EHCPs or learning plans for the named pupil.
- ☒ Work with children with Special Educational needs supporting them with their learning by providing further explanations, adapting tasks and using resources to enable them to prosper and achieve.
- ☒ Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- ☒ Help reinforce and promote independent learning and social skills by supporting pupils in groups.
- ☒ Assist pupils with physical needs.
- ☒ Lead differentiated activities and help children work towards achieving their targets.
- ☒ Feedback to the class teacher on an individual's/group's progress.
- ☒ Supervise and assist individual/small groups of pupils in activities set by the class teacher.
- ☒ Supervise the whole class for short periods of time.
- ☒ Be familiar with the weekly planning documents for the class; communicate with the teacher to understand learning outcomes and success criteria.
- ☒ To be familiar with a child's IEP and the relevant outcomes that are being targeted and then work towards the outcome stated.

St James and St John Church of England School Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- Assist the SENCO and class teacher in initiating, monitoring, maintaining and reviewing records of individual pupil's progress.
- In conjunction with the class teacher and SENCO you may be expected to attend professional meetings with outside agencies or parents.
- To help prepare the classroom, materials and resources for lessons and keep them in good order.
- To model and encourage an appropriate professional manner, demonstrating high levels of respect and courtesy.
- To understand and uphold the distinctive Christian values and ethos of a Church of England school.
- To be a positive, kind and supportive member of the school staff team.
- Attend and contribute to staff meetings as appropriate.
- Attend relevant courses and training to develop experience and broaden awareness.
- To ensure that the school code of conduct and confidentiality policies are adhered to at all times.
- To supervise children at break and lunchtimes.
- To assist in lunchtime routines including setting up the lunch hall, distributing lunches, supervising children and clearing away.
- To ensure an understanding of our Behaviour policy and have the ability to reinforce it as needed.