

Teaching Assistant – Key Responsibilities

Key Responsibilities

- Foster positive and respectful relationships with pupils, providing consistent encouragement and support.
- Assist pupils with activities designed to develop their English and Mathematical skills.
- Support the integration and effective use of ICT in lessons, helping pupils become confident and independent users.
- Promote positive behaviour in line with the school's behaviour policy, encouraging pupils to remain engaged and focused.
- Provide tailored support for individual pupils, adapting to their specific needs and abilities.
- Promote the inclusion and full participation of pupils with special educational needs, ensuring they can access lessons through clear explanations, targeted support, and appropriate resources.
- Collaborate with the class teacher to plan, deliver, and evaluate learning activities, offering feedback on pupil progress and behaviour.
- Monitor and record pupil engagement, learning outcomes, and behaviours; prepare written observations and reports as required.
- Provide constructive feedback to pupils about their progress and achievements, under the guidance of the teacher.
- Assist in preparing and organising materials and resources to support learning activities.
- Support pupils' personal needs, including aspects of social, emotional, and physical welfare. Provide minor first aid as necessary.
- Assist in the maintenance and organisation of classroom materials and stock levels.
- Communicate effectively with other staff members, sharing relevant information about pupils as appropriate.
- Help with the display and presentation of pupils' work to enhance the learning environment.
- Supervise pupils during designated times, such as break and lunch periods, leading games and structured activities as needed.
- Accompany and support pupils during educational visits and off-site learning opportunities.
- Be willing to undertake lunchtime supervision duties as part of the contracted role.

Professional Conduct and Development

- Adhere to all school policies, particularly those relating to health, safety, welfare, confidentiality, and safeguarding.

- Attend relevant training and development sessions to maintain and improve skills.
- Take part in staff meetings and participate in the performance and development review process.
- Accept individual responsibility for promoting equality, diversity, and inclusion within the school community.
- Uphold the school's commitment to safeguarding the welfare of all children and young people.

Please note: This job description is not exhaustive and may be subject to reasonable changes by the Headteacher in line with the needs of the school and the postholder's skills and experience.