

Teaching Assistant Job Description

Job details

Salary: 04HC SCP 04

Hours: 29hrs (Monday – Friday Term time only)

Reporting to: M Lewis

Your duties as a Teaching Assistant will include:

- Supervise and provide learning support for pupils with or without special needs.
- Assist with the development of individual education and behavioural plans setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Encourage pupils to interact with the class and engage in activities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise.
- Create and maintain an orderly and supportive environment, undertaking administrative tasks as needed.
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use.
- Prepare resources required for learning activities and assist pupils in their use.
- Uphold policies and procedures relating to child protection and data protection.

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies.

Promote the safeguarding of all pupils in the school.



Teaching Assistant-Person specification

CRITERIA	QUALITIES
Qualifications and training	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
Experience	Experience working/volunteering in a school environment or other educational setting is desirable
Skills and knowledge	- Good literacy and numeracy skills - Good organisational skills - Ability to build effective working relationships with pupils and adults - Skills and expertise in understanding the needs of all pupils - Knowledge of how to help adapt and deliver support to meet individual needs - Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils - Excellent verbal communication skills - Ability to work as part of a team and to be flexible in their approach to daily routines - Active listening skills - The ability to remain calm in stressful situations - Knowledge of guidance and requirements around safeguarding children
Personal qualities	- Enjoyment of working with children - Sensitivity and understanding, to help build good relationships with pupils - A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Commitment to maintaining confidentiality at all times - Commitment to safeguarding pupil wellbeing and equality - Resilient, positive, forward looking and enthusiastic about making a difference - Capacity to inspire, motivate and challenge children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2026

Next review date: September 2027

Headteacher signature: _____

Date: _____



Postholder's signature:

Date:
