



Teaching Assistant Job Description

The Bliss Charity School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job title: Teaching assistant (TA)

Salary: Range D, Scale Point 3-4 (FTE)

Hours: 32.50 (39 weeks per year)

Contract type: Full-Time

Reporting to: Headteacher, Senior Leadership Team and Class Teacher

An enhanced DBS, satisfactory references, online checks and medical clearance are required for this role.

Main purpose of job:

- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
- To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils in the classroom.
- To work under the instruction/guidance of teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement of all pupils.
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

Work may be carried out in the classroom or outside the main teaching area.

DUTIES AND RESPONSIBILITIES

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase



achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)

- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and activities
- Have an excellent knowledge of the importance of The foundation stage curriculum and strong starts
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Supervise a class if the teacher is temporarily unavailable
- Add information to platforms such as Tapestry and social media to promote learning and share positive information beyond Bliss
- Seek professional development opportunities in order to constantly develop professional learning
- Have a good knowledge of Ofsted expectations
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the class teacher or Senior Leadership Team

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with staff, parents/carers and relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate the knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers



- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand the role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep own knowledge and understanding relevant and up-to-date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other Areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Report any concerns to a DSL in line with policy
- Report any concerns of inappropriate adult behaviour to the headteacher or Chair of Governors (if it's about the HT).
- Be aware of health, safety and security
- Be aware of and support online safety

The TA will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the TA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or senior leadership team.



Support for the school

1. Be aware of and comply with the procedures relating to the Safeguarding and Child Protection Policies. Be aware of health, safety and security, confidentiality and data protection and equal opportunities, reporting all concerns to an appropriate person. Follow the schools Staff Code of Conduct.
2. Be aware of and promote the school's Behaviour Policy.
3. Be aware and support difference and ensure all pupils have equal access to opportunities to learn and develop.
4. Contribute to the overall ethos/work/aims of the school.
5. Appreciate and support the roles of other professionals.
6. Attend and participate in relevant meetings as required.
7. Where appropriate develop a relationship to foster links between home and school.
8. Liaise, advise and consult with other members of the team supporting the children as appropriate.
9. Set a good example in terms of dress, punctuality and attendance and online presence.
10. Prepare and present displays of children's work as required.
11. Undertake other duties as required by the Headteacher.

N.B. The above job description serves to indicate the wide range of duties and responsibilities involved in the post, however no written job description can cover every eventuality when dealing with children in a primary school, therefore the duties may vary from time to time to meet the needs of the school and the children at the direction of the Headteacher or Senior Leadership Team.

Arrangements for appraisal of performance

The role of the Teaching Assistant will be monitored through the school's annual performance management programme and by members of the SLT

Notes:

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

Last review date: June 2026

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____