



JOB DESCRIPTION: TEACHING ASSISTANT

NAME:

TITLE: TEACHING ASSISTANT

Date: Academic Year 2025-26

Key Responsibilities:

To ensure that safeguarding procedures and policies are understood and adhered to and that the emotional and physical welfare of the children is kept of paramount importance.

To pro-actively model the high expectations of the school values and learning culture and to adhere to the staff code of conduct at all times.

To support effective learning experiences for all children in the class/group.

Monitor and assess children's learning and support in setting targets for improvement.

1. Fostering the participation of pupils in the social, academic and wider life of the school.

This will entail:

- Developing pupils' personal and social skills.
- Implementing behaviour management policies
- Spotting early signs related to child protection/safeguarding, bullying and/or disruptive behaviour
- Ensuring the inclusion of all children – regardless of ability
- Keeping children on task.
- Change roles according to operational needs of school
- Willingness to support children across KS2 from Y3-Y6

2. Enabling pupils to become more independent learners

This will entail:

- Supervising and assisting individuals or small groups of pupils in activities set by teachers (which could include off-site activities)
- Freeing up the teacher to work with groups (by working with a larger number of pupils against plans produced by the teacher)
- Working with outside agencies (e.g. speech therapists, education psychologists) and, under guidance from the teacher, liaising with parents
- Assisting pupils with physical needs (including medical and welfare requirements).

3. Helping to raise standards of achievement for all pupils

This will entail:

- Working at a whole class level with the teacher (by engaging with the teacher over the aims, content, strategies and intended outcomes for a lesson)
- Engaging with teaching plans in line with school policies.
- Supporting and working with the teacher during testing and assessment activities
- Helping to develop and implement lesson plans and teaching materials



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- Reviewing progress of pupils against specific learning programmes or interventions (e.g. support plans for pupil with special needs)
- Enabling the teacher to undertake a more advanced range of learning activities
- Providing support for the delivery of the curriculum (e.g. English and Maths strategies by taking responsibility for teaching groups, under the direction and guidance of the teacher, on reading, writing and mathematical techniques)
- Providing feedback to teachers (e.g. child's response to a task, identifying learning obstacles, effectiveness of classroom processes and organisation)
- Preparing classroom materials (e.g. preparing worksheets, books, setting up equipment)
- Monitoring and recording progress of pupils (including, in conjunction with the teacher, undertaking assessments)

4. *To contribute to the wider life of the school*

This may entail:

- Assisting with Remote learning as required
- Assisting in maintaining an attractive and purposeful learning environment
- Supervising children at playtimes and lunchtimes.
- To assist with setting up and clearing away of dining room equipment and promoting a smooth lunchtime service for all pupils.
- To act as a member of the lunch time team, supervising pupils during the midday break.
- To sustain the welfare and safety of pupils during the break period as directed by the senior management team.
- Supporting children with extra-curricular activities such as; school trips, performances and productions and clubs as appropriate.
- Attend relevant Support staff meetings and INSET days
- To contribute to wider school events such as class assemblies, phase productions and the annual school summer PTA event.
- To complete and maintain a qualification in first aid as appropriate
- To complete all statutory training as necessary to support the job role

Signed _____

Dated _____