



Woodchurch Road Academy
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Learning without Limits

Woodchurch Road Academy

JOB DESCRIPTION: Teaching Assistant

Job Title: Teaching Assistant

Grade: Band D

Responsible to: Headteacher

JOB PURPOSE

To support the teaching staff and wider school team in the development and education of pupils, with a particular focus on supporting an individual pupil with specific needs. This role will also involve contributing to the general duties of a Teaching Assistant across the school when required, including supporting groups or other individuals, facilitating high-quality learning and promoting inclusion.

KEY TASKS

- Support the delivery of high-quality learning activities for individuals, groups and the whole class as directed by teaching staff.
- Contribute to the planning and evaluation of learning activities, providing observations and feedback that inform pupil progress and support plans.
- Supervise pupils in a range of settings including the classroom, playground, dining hall and on educational visits, promoting their safety and well-being.
- Liaise with parents/carers, external agencies, and staff as appropriate to support effective communication and pupil development.
- Maintain accurate records related to pupil support including Individual Education Plans, Behaviour Plans, and other personalised strategies.
- Attend to pupils' physical, personal and medical care needs as appropriate.
- Prepare resources, maintain learning areas and support a purposeful, inclusive learning environment.
- Display and celebrate pupils' work, contributing to a stimulating and supportive classroom culture.
- Where appropriate, engage in professional development, staff meetings and performance reviews as part of the whole school team.
- Undertake playtime and lunchtime duties as part of the wider staff team, ensuring the safety and positive behaviour of pupils during unstructured times.
- Uphold the school's policies on safeguarding, behaviour, and equal opportunities at all times.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties. Elements of this job description and changes to it may be amended in light of organisational and service requirements.

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