



Job Title: Teaching Assistant

Responsible to: Head teacher and Inclusion/EYFS Lead

Pay Scale: 4 (£24,812- £25,897)

Hours: 32.5 hours term time only

Main Purpose of the Role:

To provide high-quality support to pupils, teachers, and the wider school team to promote effective teaching and learning. Working under the direction of the class teacher and senior staff, the post holder will assist in delivering planned learning activities, support the academic and personal development of pupils, and contribute to creating a safe, inclusive, and stimulating environment. The role may involve targeted support for individuals or small groups, particularly those with additional needs, and requires initiative, adaptability, and a commitment to fostering pupil progress and wellbeing.

Duties and Responsibilities

- Under the direction of the class teacher, taking responsibility for the supervision of / to work with individuals and groups of pupils to deliver learning programmes to aid their development in all areas, adjusting activities according to pupil responses.
- To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
- Establish effective and supportive working relationships with all children, acting as a role model
- Use a range of resources and strategies to ensure that children can access a full curriculum
- Challenge and motivate pupils, promote and re-inforce self-esteem
- Support pupils to access learning at all times through effective intervention and adaptation
- To assist with the general pastoral care of the pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist the pupils with personal needs as appropriate
- To work effectively with all stakeholders, developing good relationships and excellent interpersonal skills
- Follow planning shared by class teachers and ensure that it is fully understood so that it can be delivered effectively to individuals and small groups of children
- Work with team members in planning, evaluating and adapting learning activities as appropriate

- To carry out observations and assessment under the guidance of the class teacher, undertake record keeping and mark work in line with the school's marking policy.
- To provide regular feedback to teachers on pupils' achievement and progress. This may include feedback on pupil progress in meeting Individual Education Plan targets.

Support for the School

- To be familiar with, actively support and comply with all the school policies and procedures, including but not limited to, the school's Code of Conduct, Equal Opportunities, Health and Safety, Child Protection, GDPR and Behaviour.
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime, also flexibly across the school where required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To undertake such other duties as may be required, which are commensurate with the job and grade.