



JOB DESCRIPTION – Teaching Assistant

Line Manager: Assistant Headteacher

Responsible to: Class Teacher

Purpose of Role:

- To work with the Class Teachers/Line Manager to support outstanding progress for all pupils.
- To follow the school's behaviour policy to promote excellent learning behaviours for all pupils.
- To support Class Teachers/Line Manager to ensure classroom environments provide outstanding support for all pupils.
- To support Class Teachers/Line Manager to ensure high quality resources are available for all learners.
- Supporting pupils identified on Special Educational Needs register as required

Main Responsibilities:

Supporting Learning

- To work with individuals and small groups on specific activities under the guidance of the Teacher and/or other lead person.
- To prepare, and assist in the preparation, of the classroom, resources, equipment and computers for use by pupils.
- Assisting the Teacher to supervise and support pupils' SEN Support Plans (where applicable),
- Assisting with work programmes and written observations and records on individual's progress.
- To support the pupils in physical activities (PE, Drama etc) as required.

Supporting Behaviour

- To use the school's Behaviour Policy and guidance to support pupils to engage in the learning in a positive, meaningful way.
- To accompany and support pupils on school outings as necessary.

Communication

- To pass on information about pupils' personal and educational needs to parents, the Class Teacher and other staff as appropriate.
- To contribute to team meetings and review meetings.

Supporting Pupil Welfare

- To maintain the health and safety of pupils and colleagues in the school by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with.



- Attending to minor accidents at school, where appropriate training has been given, and supervising unwell children at the direction of the Headteacher.
- To follow the School's Safeguarding Policy to ensure the safety of all pupils, reporting any concerns to the named Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.

Continuing Professional Development

- To undertake training and attend INSET days in accordance to contractual requirements.
- To take an active role in own Performance Management

Other Duties

- To support the School's/Borough's Equal Opportunities policies.
- Assisting with any other duties of a similar level of responsibility as required by the Headteacher.

PERSONAL SPECIFICATION

FACTOR	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SAFER RECRUITMENT			
Committed to ensuring all children in our school are kept safe	✓		APPLICATION FORM INTERVIEW
Enhanced DBS check	✓		RECRUITMENT CHECKS
EQUAL OPPORTUNITIES			
Committed to ensuring that all members of our school community can achieve excellence	✓		APPLICATION FORM INTERVIEW
QUALIFICATIONS AND EXPERIENCE			
Experience of working in a school	✓		APPLICATION FORM INTERVIEW
Good written communication skills	✓		APPLICATION FORM
Good oral communication skills	✓		INTERVIEW
GCSEs (or equivalent) in English and Maths	✓		APPLICATION FORM
Good ICT skills (eg. Microsoft packages)		✓	APPLICATION FORM INTERVIEW
SUPPORTING LEARNING			
Ability to lead learning activities with groups of pupils	✓		TASK
Ability to explain what pupils have learnt	✓		INTERVIEW
Contribute to SEN Support Plans		✓	APPLICATION FORM INTERVIEW
Knowledge of different stages of primary education		✓	APPLICATION FORM INTERVIEW
BEHAVIOUR MANAGEMENT			
Able to maintain a positive learning environment	✓		INTERVIEW TASK
Knowledge of positive strategies to		✓	INTERVIEW



promote excellent learning behaviours			
COMMUNICATION			
Experience of attending staff/team meetings		✓	APPLICATION FORM
Strong communication with teachers	✓		APPLICATION FORM INTERVIEW
Under the need to maintain appropriate confidentiality	✓		APPLICATION FORM INTERVIEW
SUPPORTING PUPIL WELFARE			
First Aid training		✓	APPLICATION FORM
SELF DEVELOPMENT			
Commitment to own professional development	✓		APPLICATION FORM INTERVIEW