

Job Description



This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

Post Title	Teaching Assistant	Post No	
School	Hazel Oak School		
Salary Band/Range	Band C point 8 – 14 £25,992-£28,264 (actual £19,485-£21,458)		
Responsible to	Head Teacher		
Location	Hazel Oak School		
DBS Check	Yes		
Full Time	32.5 per week hours term time only (39 weeks)		

1. Job Purpose

To support the class teacher and key stage team in providing and promoting an environment suitable for the educational and social needs of children at various stages of development, in order to help them attain their full potential. Working across school from key stages 1 to 4.

2. Key Responsibilities

2.1 Main Duties

Under the direction and supervision of a qualified teacher

- Assist pupils with integration into daily routines of the adapted learning environments.
- Proactively engage all pupils in appropriate forms of communication, using augmentative, alternative communication strategies.
- Adopt, adapt and innovate systems and strategies bespoke to supporting individual pupil needs as detailed in EHCPs, and in response to reports from external professionals.
- Plan, prepare, evaluate and modify lessons and work plans to support bespoke pupil needs and in line with EHCP expectations.
- Assist in the implementation and review of programmes designed by other professionals such as educational psychologists, speech and language therapists, occupational and play therapists.
- Mark, monitor, evaluate and assess pupils' work and responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Make use of the 'Assess, Plan Do Review' cycle as daily practice.
- Provide objective and accurate feedback in verbal and written reports to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Preparation of resources and materials to support learning, displays and symbols, to create a stimulating learning space and total communication environment.
- Maintaining evidence of progress over time in pupil workbooks and folders.
- Attend staff meetings, weekly CPD, parental consultations and other school events as required.

	<ul style="list-style-type: none"> • Contribute to the overall values, ethos, aims and work of the school, working with colleagues to develop a positive learning and working environment in line with the school's mission, vision and values. • Model and promote positive attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with a sensitive and trauma informed approach, encouraging pupils and staff to take responsibility for their own behaviour. • Take a restorative and solution focused approach to challenges with pupils, families and colleagues. • Liaise with parents/carers as agreed, giving accurate and regular feedback with the teacher and participate in sessions/meetings with parents. • Assist children with personal hygiene and intimate care routines and any related medical procedures as required, keeping accurate records as per policy and best practice. • Manage minor incidents and accidents and administer first aid, recording and reporting as per policy. • Administer and assess routine tests and invigilate exams/tests • Working as a team player to provide wellbeing and administrative support for your colleagues. • Become familiar with daily ICT systems including SIMS, iPads, Microsoft Teams, One Drive, Communicate in Print and Email, whilst adhering to the acceptable use of IT agreement. • Supervise children during playtimes, lunch sittings, on visits, trips and out of school activities as required. • To be ready to work in all areas of the school with all ages of primary and secondary pupils. • To monitor your own and others health and wellbeing. Taking a pro-active, positive approach to support pupil motivation and self-esteem and that of your colleagues. • To work with a growth mindset and value change as a development opportunity, having a can-do attitude, seeking support as a sign of professional strength. • Be optimistic in the face of challenge, using avenues of support within the staffing structure. • To practice appropriate behaviour support through the use of Team Teach positive handling and use of restorative practices to seek resolutions to problems constructively and continuously improve relationships.
2.2	People
	The job involves no direct responsibility for the supervision, direction or coordination of other employees within the school situation.
2.3	Safeguarding
	The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of all children, young people, vulnerable adults and staff across the provision. Recording and reporting accurately and in a timely manner to support best outcomes for all individuals. This includes safeguarding, child protection and the annually updated expectations held within 'Keeping Children Safe in Education'.
2.4	Financial
	The postholder may handle small amounts of cash, cheques or equivalent for school activities, school trips and fund raising events.
2.5	Buildings & Equipment
	Responsibility for the correct use and handling of equipment. Some responsibility for ensuring that the correct equipment/resources are available for pupil use. Responsibility for promoting ecologically sound use of resources, highlight recycling and ethical choices for all.
2.6	Health & Safety

		The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
	2.7	Policies & Procedures
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3. Other Conditions		
	3.1	Mobility
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.
	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect. This includes all pupils, parents and staff. You must uphold all British Values and support individuality and diversity regardless of race, gender, sexual orientation and support pupils to be proud to be who we are.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

Compiled/Reviewed by:	Andy Simms
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