


Job Description

	Job Title	Teaching Assistant with Proactive Approach responsibilities
	Trust	Compass Learning Partnership
	Pay Scale	SCP12-SCP17 £27,298.46 - £29,365.04
	Reports to	Key Stage Lead/Assistant Headteacher

1. Job Purpose:

(Summary of the overall purpose of the job)

- 1.1 To carry out work, care and/or support programmes for pupils, under the instruction/guidance of teaching/senior staff.
- 1.2 To enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.
- 1.3 To contribute to the overall ethos, work and aims of the school.
- 1.4 To work under the guidance of senior leadership to provide high-quality behaviour support, grounded in the principles of ProActive Approaches, both within classrooms and across the wider school environment. The role includes responding to behaviour needs as they arise and supporting pupils to develop regulation, independence, safety, wellbeing, and positive engagement in learning across all phases of the school.

2. Principal Accountabilities and Responsibilities:

- 1.1 Use ProActive Approaches strategies to support pupils across the school to reduce anxiety, prevent crises, and support children and young people to remain calm, safe, and ready to learn.
- 1.2 Support pupils in learning to understand their emotions and use personalised regulation strategies based on ProActive Approaches methodology.
- 1.3 Observe pupils' behaviour and potential triggers across different classes, consulting the ProActive Lead and then providing timely, constructive feedback and practical guidance to class teams to support consistent, proactive behaviour strategies and improved regulation.
- 1.4 Provide targeted support for pupils experiencing distress, dysregulation, or behavioural challenges, ensuring a trauma informed and needs-led response.
- 1.5 Contribute to the analysis of behavioural patterns and communicate observations to the wider team.
- 1.6 Maintain accurate, timely behaviour and incident records in line with school policy.
- 1.7 Demonstrate patience, consistency, and emotional resilience.

- 1.8 Promote positive pupil behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage pupils to take personal responsibility for their behaviour.
- 1.9 Participate in whole school CPD, especially training linked to ProActive Approaches, SEN, and trauma-informed practice.
- 1.10 Participate in debriefs, ProActive Team meetings and reflective practice sessions following incidents, contributing to ongoing improvements in pupil support.
- 1.11 Supervise and provide support and assistance to individuals and groups of pupils ensuring their safety and access to learning activities.
- 1.12 Support pupil's medical needs and vulnerabilities including the administration of First Aid, following appropriate training.
- 1.13 Use appropriate strategies and approaches to support and assist pupils to achieve learning goals
- 1.14 Contribute to the development and implementation of individual Education/Behaviour Plans and Personal Care programmes.
- 1.15 Establish constructive relationships with pupils and interact with them according to their individual needs.
- 1.16 Monitor and record pupils' progress, achievements and responses in respect of all learning activities and teaching programmes.
- 1.17 Provide detailed feedback to the teacher on pupil progress, achievements, and problems, and under guidance of the teacher provide feedback to pupils on their progress and achievements.
- 1.18 Create and maintain an orderly and supportive environment for pupils and teachers and assist with the display of pupils' work.
- 1.19 Prepare, maintain and use equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of pupils' competence and independence in their use.
- 1.20 Administer routine tests, invigilate exams, and undertake marking of pupils' work.
- 1.21 Provide a range of clerical and administrative support to teaching staff, including photocopying, word-processing, filing, collecting money, and administering coursework.
- 1.22 Promote the inclusion and acceptance, and encourage self-esteem and independence, of all pupils.
- 1.23 Assist with supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- 1.24 Supporting learners with all aspects of personal care, if required (e.g. catheter, stoma etc.)
- 1.25 Accompany teaching staff and pupils on trips and school activities as required and take responsibility for a group under the general supervision of the teacher.
- 1.26 Establish and develop constructive relationships with parents/carers and appreciate and support other professionals.
- 1.27 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
 - child protection,
 - health, safety and security,
 - confidentiality, and

- data protection.

1.28 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote Equal Opportunities.

Progression Arrangements - Teaching Assistant (Level 2a) to Teaching Assistant (Level 2b)

Progression for moving from Level 2a to 2b will be subject to the following requirements:

1. The individual Teaching Assistant (Level 2a) being able to demonstrate the following:
 - successful performance in a Level 2a post for a minimum period of two years.
 - evidence of continuous professional learning and development relevant to the role of a teaching assistant e.g., literacy and/or curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.
 - working knowledge and understanding of national/foundation stage curriculum and other relevant learning programmes and strategies.
 - successful experience in providing specialist learning support to pupils.