



## Teaching Assistant Job Description

**Reporting to:** Inclusion Manager  
**Salary Scale:** NJC Grade D2 Point 4-11

### **Purpose:**

- Under the direction of teachers to assist and support the teaching and learning of pupils.
- To care for the safety, wellbeing, social and emotional needs of children.

### **Accountabilities: Learning and Teaching**

- Provide teaching support to children, individually or in groups in all areas of the curriculum, under the guidance of a teacher.
- Liaise with teachers and the Leadership Team in planning and delivering and providing feedback on learning.
- Assist teachers in planning and implementing individual learning programmes including the development of independent working and positive learning attitudes.
- Under the direction of the teacher prepare differentiated work/materials for children's learning.
- Assist teachers with observation and monitoring of children's progress, and in maintaining accurate assessments and records to inform future learning.

### **Behaviour Management**

- Promote positive behaviour in line with the School's policies.
- Be aware and follow plans for the behavioural management needed for individual children around the school.
- Model for children appropriate standards of behaviour and respect towards colleagues, children, families and visitors.

**Supervision Beyond the Classroom:**

- Ensure the continued safety and wellbeing of children during Before and After School Clubs, breaks and lunchtimes in the dining areas, playgrounds and other parts of the school premises.
- Manage the children's lunches by promoting good social skills, manners and cleanliness.
- Engage children in developmental play at break and lunch times.
- Provide welfare support to children including first aid duties within personal level of expertise.

**Professional Development:**

- Participate in additional training and attend staff meetings or inset days as required.

**Equality and Diversity:**

- Enable all children to access the relevant curriculum as independently as possible.
- Promote a fair and diverse learning and play environment for all children.
- Promote self-respect and respect for others seeking to foster all individual's abilities and recognise the needs of one individual are not identical with those of another

**Specialised Skills and Knowledge:**

- Willingness to work across the whole primary phase (Foundation stage, Key stage 1 and Key stage 2) in both the inside and outside environment.
- Deliver intervention programmes, such as Social Emotional programmes, Speech and Language, OT and Phonics.
- Be able to adapt resources to support individuals with specific learning needs such as Visual Impairment.
- Cover classes as required.

## Person Specification

The person we are looking for must:

- Enjoy working with children and have a desire to make a difference to children's outcomes.
- A good level of English and maths skills.
- Be computer literate and be willing to further develop these skills.
- Hold a relevant qualification or equivalent or be prepared to study for a NVQ Level 2 and 3 or OCR Level 2 qualification.
- Possess excellent interpersonal skills.
- Ability to work independently or as part of a team.

## School Organisation

- Postholder is responsible to the Headteacher and line managed by the Inclusion Manager.
- Postholder has no direct supervisory responsibilities.

## Financial Accountabilities

- No direct financial responsibilities

## Working Environment

- The post will be based within the school buildings and site

Name (Post Holder): \_\_\_\_\_

Signed (Post Holder): \_\_\_\_\_

Date: \_\_\_\_\_

Name (Headteacher): \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Date: \_\_\_\_\_

