Job Description

Teaching Assistant

The Stour Academy Trust

Our Vision

The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

Teaching Assistant

Main Purpose of the Role

The teaching assistant will work under the direction of classroom teachers to support high-quality teaching and learning so that all pupils — including those with SEND, EAL or additional barriers — can access the full curriculum, make strong progress and develop independence, resilience and positive learning behaviours. The postholder will contribute to classroom organisation, deliver targeted small-group and one-to-one support and carry out routine assessment and record-keeping. They will promote the welfare and safeguarding of pupils, model the Trust's values and collaborate with teachers, the SENCO and external professionals to ensure provision is coordinated and effective.

Key Responsibilities and Duties

- Support teachers to deliver planned, differentiated learning activities for individuals, small groups and whole-class tasks.
- Deliver targeted interventions (reading, phonics, maths, SEMH strategies) and scaffold learning to enable pupil independence.
- Prepare, adapt and resource learning materials and classroom displays that support lesson objectives and inclusion.
- Observe and record pupil progress and behaviour; provide accurate, timely feedback to the class teacher and contribute to pupil progress meetings.
- Maintain intervention records and contribute to reviews of individual learning plans, EHCPs or ISPs as required.
- Promote positive behaviour, implement agreed routines and strategies consistently, and support pupils' social and emotional development.
- Support pupils with SEND and EAL by following agreed approaches, differentiation, AAC or assistive technology and by implementing recommendations from specialists.
- Communicate professionally with parents and carers about routine matters and, where requested, take part in meetings with external professionals under direction of the teacher or SENDCo.
- Collaborate closely with class teachers, SENDCo, therapists and other colleagues to ensure coherent provision and transitions.
- Support the effective use of classroom technology and resources to personalise learning.
- Supervise pupils during short periods (breaks, assemblies, lunchtime duties) in line with school policy.
- Participate in the school's induction, appraisal and professional development activities; reflect on feedback and apply learning to improve practice.
- Uphold the professional standards, values and expectations of Stour Academy Trust, including punctuality and reliable attendance.

Safeguarding

The Stour Academy Trust places the safeguarding and wellbeing of all pupils at the heart of its work. The teaching assistant is expected to:

- Work in strict accordance with statutory safeguarding guidance (e.g., Keeping Children Safe in Education) and the Trust's safeguarding and child protection policies.

- Promote the safety, welfare, and wellbeing of all pupils during classroom cover and throughout the school day.
- Remain vigilant to signs of pupil distress or safeguarding concerns and promptly report these to the designated safeguarding lead (DSL).
- Maintain a safe learning environment and adhere to all health and safety procedures relevant to their role.
- Contribute actively to the culture of safeguarding within the Trust by maintaining professional conduct and promoting pupil protection at all times.

This job description reflects the key requirements and expectations for the Teaching Assistant role within The Stour Academy Trust's Primary School settings. It aligns with the Trust's vision to deliver a personalised, inclusive, and technologically enhanced education that prepares pupils for success in the 21st century.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.